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NORTHWESTERN STATE

**STUDENT HANDBOOK 2021-2022**

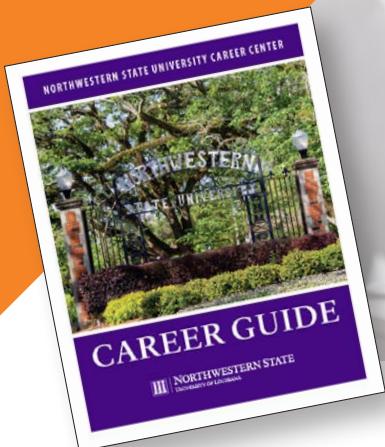
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# **Student Handbook**

## **2021-2022**

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**nsula.edu**

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Published by  
The Office of Accountability & Student Conduct

Northwestern State University  
Natchitoches, Louisiana 71497

Revised 7-31-2021

## **Accreditation**

Northwestern State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, specialist's degrees and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 for questions about the accreditation of Northwestern.

## **Notice of Non-Discrimination**

(Full Disclosure)

It has been, and will continue to be, the policy of Northwestern State University to be an equal opportunity employer. All employment decisions are based on job related standards and must comply with the principles of equal employment opportunity.

In keeping with this policy, the University will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, veteran status or retirement status. All personnel actions, such as compensation, benefits, transfers, layoffs, training, and education are administered without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status or retirement status.

The University is committed to equal opportunity for student success by providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy or parenting status, age, veteran status or retirement status.

Additionally, the University provides equal access to the Boy Scouts of America and other designated youth groups.

Student complaints or inquiries related to Title IX should be directed to the Dean of Students, Reatha Cox (318-357-5285), located in room #250 of the Student Services Center. Title IX issues should be directed to the Title IX Coordinator/EEO Officer, Veronica M. Biscoe (318-357-6359), located in Caspari Hall, room #111.

In accordance with Section 35.106 of the Americans with Disabilities Act (ADA), all participants, applicants, organizations , and interested individuals are advised and notified that the Interim ADA Coordinator for Northwestern State University is the Executive Director of Institutional Effectiveness & Human Resources, Veronica M. Biscoe (318-357-6359), located in #111 Caspari Hall. For academic services, contact the Director of Disability Support and Tutoring, Randi Washington (318-357-5460), located in room #108C of the Watson Memorial Library.

In addition, Northwestern State University complies with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act. Information about NSULA campus security and crime statistics can be found at <https://www.nsula.edu/universityaffairs/police/>.

\*Inquiries regarding employment application status should be made to the individual receiving the application packet.

# TABLE OF CONTENTS

<b>CAMPUS DIRECTORY.....</b>	<b>5</b>
<b>HISTORY AND TRADITIONS.....</b>	<b>9</b>
<b>ACADEMICS.....</b>	<b>16</b>
Academic Advising.....	16
Academic Calendar .....	16
Academic Standing .....	16
Address Change .....	16
Final Grades .....	17
Release of Records .....	17
Service Learning .....	18
Student-Right-to-Know .....	19
International Student Exchange Program..	19
Transcripts.....	19
<b>SERVICES AND RESOURCES.....</b>	<b>22</b>
Academic Advising Services .....	22
The Orville J. Hanchey Galleries.....	22
Bookstore .....	22
Off-Campus Instructional Sites .....	23
Electronic and Continuing Education ..	24
Cooperative Occupational Work Program ..	25
Counseling and Career Services .....	25
Student Employment - Work Study .....	26
Accessibility and Disability Support....	26
Campus Dining Services.....	26
Friedman Student Union .....	30
International Student Resource Center & Study Abroad .....	30
Louisiana Scholars' College.....	31
Office of Inclusion and Diversity .....	31
Center for Inclusion and Diversity.....	31
One Card/Student Identification Cards..	31
Theatre and Dance Events.....	33
Housing .....	33
The Pantry .....	33
The University Post Office .....	34
Safe Haven .....	34
Student Health Services.....	35
TRIO Student Support Services .....	35
Instructional Technology and Student Support.....	36
Testing Center .....	38
Academic Success Center .....	39
Libraries .....	39
University Police .....	39
Veterans Affairs .....	40
Voter Registration.....	40
Financial Issues .....	40
Financial Aid.....	43
<b>STUDENT LIFE.....</b>	<b>45</b>
Student Body Diversity, Retention, and Transfer Rates .....	45
Student Accountability.....	45
ADA Public Accommodations Policy .....	45
Department of Wellness and Recreation (WRAC) .....	46
Robert W. Wilson Recreation Complex .....	46
Office of Student Activities and Organizations.....	47
Student Media.....	48
Student Affairs Council.....	48
<b>POLICIES AND PROCEDURES .....</b>	<b>50</b>
ALCOHOL and DRUG POLICY .....	50
ADA/Disability Services Conflict Resolution Procedure .....	58
Service and Emotional Support/ Assistance Animal Policy .....	58
Confidential Student Records.....	63
POLICY ON PUBLIC SPEECH, ASSEMBLY, AND DEMONSTRATIONS.....	63
On Campus Residency .....	65
Greek Housing.....	67
POLICY ON .....	67
RESEARCH OF HUMAN SUBJECTS.....	67
REGULATIONS GOVERNING .....	68
STUDENT ORGANIZATIONS.....	68
CAMPUS SAFETY AND EMERGENCY PROCEDURES.....	70
Purple Alert.....	74
University Police .....	74
UNIVERSITY HAZING POLICY .....	76
Risk Management for Student Organizations .....	85
Cyberbullying.....	85
Student Complaints.....	86
SEXUAL MISCONDUCT POLICY .....	88
PROCEDURES FOR SEXUAL MISCONDUCT COMPLAINTS .....	98
<b>CODE OF CONDUCT.....</b>	<b>104</b>
<b>CAMPUS MAP .....</b>	<b>143</b>

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# CAMPUS DIRECTORY

*Campus Info. Line (318) 357-6011*

	Location	Bldg	Ext.
Academic Affairs	211 Caspari Hall	071	(318) 357- <b>5361</b>
Academic Advising Services	119 Watson Library	092	(318) 357- <b>6980</b>
Academic Success Center	108 Watson Library	092	(318) 357- <b>6616</b>
Accessibility and Disability Services/OADS	108 Watson Library	092	(318) 357- <b>4460</b>
Accountability and Student Conduct	309 Student Union	077	(318) 357- <b>5286</b>
Admissions	235 Student Services Center	055	(318) 357- <b>4078</b>
Advocacy	308 Student Union	077	(318) 357- <b>5570</b>
Alumni Affairs	Alumni Center	011	(318) 357- <b>4414</b>
Athletics	Athletic Fieldhouse	114	(318) 357- <b>5251</b>
Athletic Administration	Athletic Fieldhouse	114	(318) 357- <b>5251</b>
Athletic Academic Coordinator	Athletic Fieldhouse	114	(318) 357- <b>4451</b>
Athletic Assoc. Director	Athletic Fieldhouse	114	(318) 357- <b>4295</b>
Athletic Compliance	Prather Coliseum	067	(318) 357- <b>4154</b>
Athletic Marketing	Athletic Fieldhouse	114	(318) 357- <b>4278</b>
Athletic Tickets	Athletic Fieldhouse	114	(318) 357- <b>4268</b>
Athletic Business Manager	Athletic Fieldhouse	114	(318) 357- <b>4272</b>
Athletic Sports Information	Prather Coliseum	067	(318) 357- <b>6467</b>
Football, Baseball, Track	Athletic Fieldhouse	114	(318) 357- <b>5252</b>
Softball	Athletic Fieldhouse	114	(318) 357- <b>4234</b>
Men's Basketball, Soccer	Prather Coliseum	067	(318) 357- <b>4274</b>
Women's Basketball, Volleyball	Prather Coliseum	067	(318) 357- <b>5891</b>
Tennis	WRAC	212	(318) 357- <b>5757</b>
Auxiliary Services	102 CAPA	25A	(318) 357- <b>4300</b>
Band	110 CAPA	25A	(318) 357- <b>4522</b>
Bookstore	912 University Parkway		(318) 357- <b>4473</b>
Career Services	306 Student Union	077	(318) 357- <b>5430</b>
Student Accounting	3rd Floor Student Services Bldg.	055	(318) 357- <b>5447</b>
Cashier's Office	336 Student Services Center	055	(318) 357- <b>5447</b>
Center for Inclusion and Diversity	240A-B Student Union	077	(318) 357- <b>4281</b>
Counseling Center	305 Student Union	077	(318) 357- <b>5621</b>
Creative and Performing Arts	110 CAPA	25A	(318) 357- <b>6560</b>
Art	211 CAPA	25A	(318) 357- <b>5755</b>
Music	103B CAPA	25A	(318) 357- <b>5755</b>
New Media	239 Kyser Hall	081	(318) 357- <b>5364</b>
Theatre	106S CAPA	025	(318) 357- <b>6891</b>

# CAMPUS DIRECTORY

	Location	Bldg	Ext.
Tickets	108 CAPA	25A	(318) 357-4483
Current Sauce/Newspaper	225 Kyser Hall	081	(318) 357-5456
Director, School of Business	210 Russell Hall	015	(318) 357-5161
Dean, College of Educ. and Human Dev.	103B T.E.C.	088	(318) 357-6288
Dean, College of Arts and Sciences	128 Caspari Hall	017	(318) 357-4330
Dean, College of Nursing and School of Allied Health	1800 Line Ave., Shreveport, LA	030	(318) 667-3100
Natchitoches Campus	Fournet Hall	043	(318) 357-6776
Dean, College of Business & Tech.	201 Russell Hall	015	(318) 357-6699
Dean of Students/VP Student Experience	200 Student Services Center	077	(318) 357-5285
Director, Scholars'College	111 Morrison Hall	042	(318) 357-4577
Electronic Learning and Cont. Education	100 South Hall	030	(318) 357-6355
Emergency Calls			911
External Affairs	Prather Coliseum	068	(318) 357-6588
Financial Aid	212 Student Services Center	055	(318) 357-5961
First Year Experience and Leadership Dev. / Freshman Connection	136 Student Services Center	055	(318) 357-5559
Greek Life	152 Student Union	077	(318) 357-5439
Health Services	Infirmary Building	005	(318) 357-5351
Help Desk	Watson Library Lab	092	(318) 357-6696
Housing	Campus Living Villages		(318) 214-5400
Iberville Dining Hall			(318) 357-4540
Inclusion and Diversity, VP	234 Student Union	077	(318) 367-4488
International Student Exchange Program	205 Morrison Hall	042	(318) 357-5179
International Student Resource Center & Study Abroad	227 Russell Hall	015	(318) 357-5939
Intramural Programs	WRAC	026	(318) 357-5341
Job Location and Development	306 Student Union	077	(318) 357-4050
KNWD Radio Station	109 Kyser Hall	081	(318) 357-5693
Libraries	Natchitoches		(318) 357-4403
	Media		(318) 357-4406
	Leesville		(337) 392-3126
	Shreveport		(318) 677-3007
Louisiana Scholars'College	Morrison Hall	042	(318) 357-4577
Military Science	James A. Noe Bldg.	031	(318) 357-5157

# CAMPUS DIRECTORY

	Location	Bldg	Ext.
National Center for Preservation for Technology and Training		008	(318) <b>356-7444</b>
One Card (Speed Demon)	360 Student Services Center	055	(318) <b>357-5131</b>
Orville J. Hanchey Gallery and Gallery-2	236 CAPA	25A	
Police	Police Station	005	(318) <b>357-5431</b>
Post Office	Post Office	086	(318) <b>357-5696</b>
Potpourri Yearbook	225 Kyser Hall	081	(318) <b>357-5456</b>
President's Office	223 Caspari Hall	017	(318) <b>357-6441</b>
Recreation Complex	Highway 1 Bypass	106	(318) <b>357-6300</b>
Golf Pro Shop			(318) <b>357-6300</b>
Pool			(318) <b>357-6301</b>
Recruiting	133 Student Services Center	055	(318) <b>357-4503</b>
Registrar	308 Student Services Center	055	(318) <b>357-6171</b>
Scholarships	252 Student Services Center	055	(318) <b>357-4357</b>
Service-Learning	313 Bienvenu Hall	090	(318) <b>357-5911</b>
Sodexo	Student Union	077	(318) <b>357-4386</b>
Catering	Ibererville	074	(318) <b>357-4540</b>
Student Activities and Organizations	222 Student Union	077	(318) <b>357-5438</b>
Student Government	100 Student Union	077	(318) <b>357-5136</b>
Student Employment	234 Student Services Center		
On-Campus/Work Study	234 Student Services Center	055	(318) <b>357-6276</b>
Off-Campus/Job Location and Dev.	306 Student Union	077	(318) <b>357-5430</b>
The Student Experience	134 Student Services Center	055	(318) <b>357-5285</b>
Student Insurance	Infirmary Bldg.	005	(318) <b>357-5351</b>
Student Union Office	214 Student Union	077	(318) <b>357-6511</b>
Technology, Innovation, and Economic Dev.	100 South Hall	030	(318) <b>357-6100</b>
Testing Services	115 Watson Library	092	(318) <b>357-5246</b>
Title IX Coordinator	308 Student Union	077	(318) <b>357-5570</b>
TRIO/Student Support Services	241A Kyser Hall	081	(318) <b>357-5901</b>
Tutoring	108 Watson Library	092	(318) <b>357-4291</b>
University Programming Council (UPC)	222 Student Union	077	(318) <b>357-5438</b>
University Affairs	102 Creative and Performing Arts Center	25A	(318) <b>357-5701</b>
Veterans Affairs	335 Student Services Center	055	(318) <b>357-6170</b>
Vic's Cafeteria	Student Union	077	(318) <b>357-5784</b>
WRAC	322 Sam Sibley	026	(318) <b>357-5269</b>

NORTHWESTERN STATE



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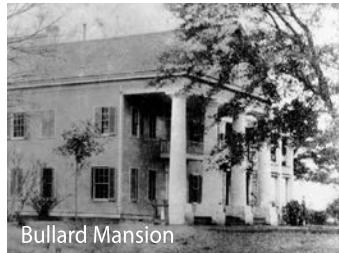
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# HISTORY AND TRADITIONS

## History

Northwestern State University of Louisiana stands on ground that has been dedicated to learning for well over one hundred twenty years. Prior to the Civil War a portion of the present campus was the property of the Bullard family of Natchitoches. As early as 1856 the Bullard mansion was in use as a convent by the Religious Society of the Sacred Heart. The following year a school building was erected at the convent and in 1884 the town and parish of Natchitoches purchased the property. Three of the four great white columns that once supported the east gable of the mansion still stand on "The Hill" and often serve as the unofficial symbols of the university.



Bullard Mansion

The campus, developed upon rolling hills and high river bottomland, is acknowledged to be one of the most spacious and attractive in the South. The natural beauty of the site drew people to it even in prehistoric times. Long the home of a major Indian tribe for which it was named, the French fortified Natchitoches in 1714 as an outpost of their New World Empire facing Spanish Texas to the west. The city today takes pride in its standing as the oldest permanent settlement in the entire Louisiana Purchase Territory. Although the fires of the Civil War scarred the Cane River Country, Natchitoches escaped relatively unharmed, and many traces of its colonial and antebellum heritage remain.

In 1884 the State Legislature by Act 51 created the Louisiana State Normal School for the preparation of teachers. Shortly after, a member of the Legislature, Leopold Caspari, offered the convent site as a campus for the school with the anticipated approval of the citizens of Natchitoches. The offer was accepted and from 1885 to 1918 the Normal School offered two years of study for the training of teachers. Baccalaureate programs were inaugurated, and the State Constitution, adopted in 1921, changed the name of the school to Louisiana State Normal College.

The resources and curricula of "Normal" grew steadily to meet the increasingly diverse requirements of Louisiana's expanding population. In 1944 the institution's excellent service in its broader role was accorded formal recognition by Act 326 of the Legislature, which changed its name to Northwestern State College of Louisiana.

Northwestern maintained and strengthened its long tradition of leadership in public service and academic endeavor and became, in 1954, the first college under the jurisdiction of the Louisiana State Board of Education to offer the master's degree. The Specialist in Education degree was first offered in 1966.

On June 18, 1970, Governor John J. McKeithen signed the legislative act, which brought the old campus its greatest distinction by changing its title to Northwestern State University of Louisiana.

In 1980 the old campus quadrangle where the columns stand was entered into the National Register of Historical Places under the title: "Normal Hill Historic District."

Although, primarily a regional institution, Northwestern also offers an opportunity for education at other satellite locations specifically, distance learning is available in Leesville, Shreveport, and Alexandria. In addition to academics, these centers are also developing student life programs.

# **TRADITIONS**

## **Christmas Festival**

On the first Saturday in December, the city of Natchitoches brightens up for its annual Christmas Festival. Featuring a parade, a variety of booths, live entertainment, and a fireworks display, Natchitoches celebrates the Christmas season with a festival and display of lights, which has captured national attention.



Students take an active part in all aspects of the festival and are urged to invite family and friends to experience "The City of Lights" and its spectacular display.

## **Family Day**

Sponsored by the First Year Experience, Family Day is a day shared by students and their families. Family Day gives parents an opportunity to visit their student's home-away-from-home and experience college life! Activities include games and inflatables for younger siblings, and a family tailgate party. A Northwestern State football game highlights the day.



## **Folk Festival**

The Natchitoches-Northwestern Annual Folk Festival celebrates Louisiana folk arts during the third weekend in July each summer. In addition to the exhibits, which feature an important industry or occupation, the festival presents a wide variety of traditional folk crafts, music and food. The festival attracts people regionally and nationally.

## **Homecoming**

Homecoming is a special tradition in which students, alumni, friends, and the Natchitoches community participate. Held each fall, Homecoming is a week-long event featuring the Homecoming parade, pep rally, and class reunion. The highlight of Homecoming Week is the presentation of the Homecoming King and Queen and their Court and a special halftime show featuring the "Spirit of Northwestern" Marching Band.



## **The Rock**

The rock, an imposing chunk of limestone, was brought to campus in the summer of 2006 by members of the university staff. Standing in solitary prominence between the Student

# TRADITIONS

Union and the Creative and Performing Arts Center, The Rock echoes the sentiment that "NSU Rocks!" The Rock serves as a student bulletin board. The layers of paint accumulate as the message on The Rock continuously changes to announce student events and activities.



## Lady of the Bracelet

In the early 1920s, the Potpourri, Northwestern's yearbook, sponsored the first beauty pageant held on the university campus. The contestants were selected from photographs submitted to well-known producers for judgment and were chosen for their charm and beauty.

In 1959, Miss Kahne Dipola was crowned the first Miss Lady of the Bracelet and she received a gold bracelet to wear when she represented the University in public. Over the years, the bracelet has been passed down to each holder of the prestigious title.

Through the efforts of Mr. Robert W. Wilson, Sr., the Student Union Governing Board purchased the first franchise from the Miss Louisiana Pageant in 1971, enabling Northwestern's Lady of the Bracelet to enter the state contest.

The Student Activities Board, formerly the Student Union Governing Board, has continued the tradition of sponsoring the Lady of the Bracelet Pageant for the enjoyment of the Northwestern community. The Lady of the Bracelet Pageant has gained state recognition for production, scholarship, and quality of contestants.

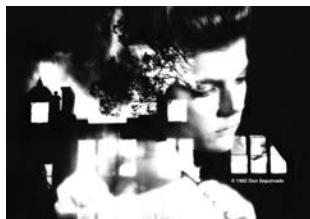
## The Legend of Isabella

Isabella was a young French maiden, renowned for her beauty, who once lived in the original Bullard mansion after the Bullard's were gone. The young lady had many suitors but preferred the company of a young man from the East, sent to Louisiana on business. They fell in love and were to be married.

Shortly before the wedding date arrived the young man was killed in a duel. Legend has it that the duel concerned a dispute over another woman.

Isabella, overcome by grief became a nun and the French maiden's beauty wasted away through constant mourning of her intended. Everyone believed she had gone mad from grief and mourning. One stormy night she ended her mourning by plunging a dagger into her heart. Soon after, she was found dead in her room, with a bloody handprint on the wall.

Her spirit roamed Bullard mansion until it was torn down. Since then she has roamed various buildings on campus. She lived in East Hall until it was torn



# **TRADITIONS**

down in 1932. This was evident by the eyewitness accounts of girls who lived in East. From East Hall, Isabella's spirit moved to the Music Hall and resided there until 1946 then this building was also torn down. Just before the Music Hall was dismantled, a group of young men, dressed in sheets, coaxed Isabella from the doomed building.

From there she wandered aimlessly around campus from building to building (including East Varnado) for almost three years, until, becoming weary, she chose Caldwell Hall as her new residence. Speculation has it that Caldwell was chosen because of its close proximity to the original Bullard dwelling. According to newspaper articles the official date of the move was January 15, 1949. Reportedly a letter from the ghost was found on the steps of Caldwell along with a few drops of blood.

When Caldwell Hall burned in October 1982, a group of 750 students gathered and performed a ceremony on Halloween night that aided Isabella in her transition to her present location. Isabella's present residence is the Old Women's Gym (presently the National Center for Preservation Technology and Training) located on College Avenue beside Varnado Hall.

## **Mr. and Miss NSU**

Beginning in 1956 and continuing the tradition today, Mr. and Miss NSU remain the highest honor a student can receive from their peers. SGA hosts the election each fall allowing NSU students to elect two of their peers. Mr. and Miss NSU are presented annually at an NSU home football game. These two outstanding students can be seen at other university events and activities throughout the year.

## **Purple Fridays**

All students and employees are encouraged to wear purple on Fridays to promote Demon Spirit and a unified campus.

## **Purple and White**

Northwestern's official colors are purple and white. In the 1890s the colors were decided upon by two campus organizations, Seekers After Knowledge Literary Society and the Eclectic Literary Society. S.A.K. colors were purple and gold and E.L.S. colors were gold and white. The two organizations combined their colors and decided on purple and white as the Northwestern State University official school colors.



## **Vic The Demon**

On November 8, 1923, by proclamation of President V. L. Roy and Coach H. Lee Prather, all athletic teams became known

# **TRADITIONS**

as the Demons. The name was decided upon by a contest open to all students with a grand prize of \$10.00. A committee was appointed by the President to narrow down the names submitted by the student body. The final selection was decided by a vote of the students. The two most popular choices were Braves and Demons. Among other names submitted by students were Sharks, Daredevils, Musketeers, Pelicans, Prather's Ground Hogs, Bloodhounds, Cyclops and Serpents. The official winners were Aileen Ritter and Truett Scarborough.

On September 22, 1984, the Demon received his official name by means of another contest, sponsored by the Athletic Department, the contest was open to faculty, staff, and students. The objective was to find a name for the Demon. Over 300 entries were submitted to the committee. The grand prize was an all-expense paid weekend at the Louisiana State Fair Classic. Ray Carney an alum of the University, was the official winner with "Vic" which is short for "Victory".

## **The Inferno!**

Each fall at the first home football game of the season, new students take Turpin Stadium by storm, forming the extension to the players' tunnel as the Demon football team takes the field. All new students, including the Spirit of Northwestern Band and spirit group members, and all student-athletes, participate in this tradition.



# **TRADITIONS**

## **Alma Mater**

Oh, Alma Mater here today,  
we for thy lasting blessings pray,  
we know not where our paths may go,  
but, thou'll uphold us still we know.  
Unchanging thou,'mid changes vast,  
unswerved from ideals of the past,  
steadfast and true, our watchword e're shall be –  
To thee, our Alma Mater, Loyalty!

Thy trees their solemn chorus bend  
about thee, flowers their censers blend.  
Our voices swell their murmuring strain,  
our hearts repeat the old refrain,  
thy purpose high to carry on Northwestern, thou has honor won!  
Steadfast and true, our watchword e're shall be –  
To thee, our Alma Mater, Loyalty!

In after years, when far away,  
thy presence strong will near us stay,  
and as the echo of our son will, with new courage, lead us on;  
And to our eager vision then each subtle memory meaning lend,  
steadfast and true, our watchword e're shall be –  
To thee, our Alma Mater, Loyalty!

*Isabel Williamson  
1906*

## **Demon Fight Song**

Go ye Demons take the field.  
Northwestern Demons never yield.  
So, fight Demons win tonight, victory is on our side!

Go! Fight! Win!

Purple and white shall ever reign,  
filling the air with battle strain.  
So, Demons forever stand and fight for dear old Demonland.

*Larry Powell  
1970*

The Dear School of  
**CREATIVE & PERFORMING ARTS**



**Art • Music • Theatre • Dance  
New Media • Journalism  
Communication Arts**

# ACADEMICS

## Academic Advising

Academic Advising at Northwestern State helps students achieve their educational, personal, and career goals by providing guidance and assistance in all facets of their educational experience. It is regarded by the University as an extension of the teaching function and, therefore, as an important responsibility of the faculty. Students are assigned a faculty advisor in the department of their major. To find the name of your academic advisor, access myNSU via [nsula.edu](http://nsula.edu) or contact the department directly. If you need additional assistance, please contact Academic Advising Services at (318) 357-6980 or via email at [advising@nsula.edu](mailto:advising@nsula.edu).

Faculty advisors are available to students throughout the academic year, but their role is especially important during the registration process. The advisor explains university policies and procedures and assists students in planning a program that satisfies these requirements. The advisor also explores career alternatives and, when necessary, makes appropriate campus and community referrals on the student's behalf. The student should be aware, however, that knowledge of and adherence to university regulations, both academic and otherwise, are ultimately the student's responsibility.

## Academic Calendar

The Academic Calendar, with important dates and deadlines, is published each year in the University Catalog and is available online at [nsula.edu/registrar](http://nsula.edu/registrar).

## Academic Standing

There are three categories of academic standing: academic good standing, academic probation, and academic suspension (one semester or one year). Although students will usually receive official notification of academic standing, such notice is not a prerequisite to students being placed in one of the above categories. It is the responsibility of each student to ascertain academic status prior to the beginning of the next enrollment period. Professional departments or divisions within the university may set additional academic standards for progression in their programs. The word "semester" as applied in this policy, includes summer terms.

## Address Change

A student must provide a local and permanent address at the time of admission to the University. Students may submit a request to change their address in the offices of the academic deans, academic department heads, or University Registrar. All requests must be submitted to the University Registrar's Office for processing. A student is responsible for the consequences of all communications sent to the address on file in the University Registrar's Office (e.g., refunds,

# ACADEMICS

billing statements, probation/suspension status, grade reports, and financial aid information).

Current address information may be reviewed by accessing NSUConnect via myNSU at [my.nsula.edu](http://my.nsula.edu).

1. Enter your username and password to enter myNSU
2. Under the "Quick Links Menu" select "NSU Connect."
3. Select "Personal Information," and then "Addresses and Phones." Students may submit a request to change their address in the office of the academic deans, academic department heads, or University Registrar.

*Mail or fax signed requests to:*

Northwestern State University  
University Registrar's Office  
Natchitoches, LA 71497

*Fax number: (318) 357-4567 or (318) 357-5823*

## Final Grades

Grades are entered on academic records at the end of each semester or summer session. Students may view their grades by accessing NSUConnect through myNSU at my.nsula.edu. The NSUConnect system is available 7 days a week, 24 hours a day, except for emergency maintenance. A student who requires an official report of grades may request an official transcript from the University Registrar's Office.

## Release of Records

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. **The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.**

Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained in the University Registrar's Office, the registrar will advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.**

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible

# ACADEMICS

for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Supervisors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official committee in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon the student's request, the University discloses education records to officials of another school (registrar to registrar) to which a student seeks or intends to enroll.

**4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by a state university to comply with the requirements of FERPA.**

*FERPA contact information:*

Family Policy Compliance Office | U.S. Department of Education  
400 Maryland Avenue, SW | Washington, DC 20202-4605

## Service Learning

Northwestern's service-learning initiative is aimed at enhancing the quality of life of the citizens of northwest Louisiana as well as the academic, career and interpersonal development of Northwestern students. Coordinated by faculty and staff, students may participate in community-service activities that complement their educational and career goals.

For details, please visit [servicelearning.nsula.edu](http://servicelearning.nsula.edu).

# ACADEMICS

## Student-Right-to-Know

Northwestern State University General Disclosures on Accreditation, Cost of Attendance, Crime Rate Statistics, Degree Programs, Disability Services, Graduation Rates, Refund Policy, Resignation Policy, Return of Title IV Funds, Student Athlete Graduation, and the Family Educational Rights and Privacy Act may be accessed online at <https://www.nsula.edu/ferpa/>.

## International Student Exchange Program

Northwestern State students have several options for studying away in a different state or country. These include the National Student Exchange (NSE) program and the International Student Exchange Program (ISEP).

*For more information contact*

Dr. Keith Dromm | 205 Morrison Hall | (318) 357-5179  
and visit [isep.nsula.edu](http://isep.nsula.edu).

## Transcripts

### Official Transcripts:

Students may order an official academic transcript by accessing the online-transcript-ordering system through the secure website, National Student Clearinghouse. This process is very efficient and easy to use. **Note:** A transcript sent to the student is considered unofficial.

Students may also request that their official academic transcripts be printed and mailed by U.S. Mail. The Office of the University Registrar will process the transcript within approximately three working days after the receipt of a written dated, and signed request.

Processing of transcript requests at the end of a semester may take longer. The Transcript Request Form is available on the University Registrar's Office webpage at <https://www.nsula.edu/registrar/>. Signed transcript requests may also be faxed to 318-357-5823 or sent via email to [registrar@nsula.edu](mailto:registrar@nsula.edu) as a PDF attachment.

**View Status of Transcript Request(s):** Access NSUConnect via myNSU at [my.nsula.edu](http://my.nsula.edu). Enter your username and password to enter myNSU. Under the "Quick Links Menu," select "NSU Connect." Click on the "Student" tab, select "Student Records," and then select "View Status of Transcript Request" to check the status of your request(s).

**Unofficial Transcripts:** Students may obtain an unofficial transcript by accessing NSUConnect via myNSU at [my.nsula.edu](http://my.nsula.edu). Enter your username and password to enter myNSU. Under the "Quick Links Menu," select "NSU Connect." Click on the "Student" tab, select "Student Records," and then select "Unofficial Academic Transcript" to view or print a copy of your transcript.

# TRIO

## STUDENT SUPPORT SERVICES

### Our Program Offers FREE:

Help Transitioning from High School to College Life

Study Skills and Test Taking Strategies

Peer Tutoring • Academic Advising • Career & Personal Counseling

Peer Mentoring Program • Scholarships • Economic and Financial Literacy Education

TRIOFit Health Initiative • Computer Lab • Helping Hands Student Organization

Courses for Credit: UNIV 1000, ACSK 1010, IDS 2000, OR 1030, ACSK 1020



*Eligibility Requirements: First Generation (neither parent or guardian has a bachelor's degree), Pell Grant Recipient, and/or have a Disability*

**SCAN or CLICK TO APPLY TODAY!!**



### CONTACT INFO:

243-B Kyser Hall - Natchitoches - 318-357-5901

Room 133 - CONSAH Campus - 318-677-3063

[triosss@nsula.edu](mailto:triosss@nsula.edu)

[studentsupportservices.nsula.edu](http://studentsupportservices.nsula.edu)

Student Support Services is a federal TRIO program, funded by the U.S. Department of Education

**#TRIOWORKS!**

We're on  
Social  
Media...

OFFICE OF ACCESSIBILITY AND  
DISABILITY SUPPORT



NORTHWESTERN STATE UNIVERSITY

Watson Memorial Library  
911 University Pkwy-Rm 108  
318-357-4460

[oads@nsula.edu](mailto:oads@nsula.edu)  
[nsula.edu/disabilitysupport/](http://nsula.edu/disabilitysupport/)



We are committed to making students with disabilities full participants in university programs, services, and activities and providing equal educational opportunities to students by minimizing the impact of functional limitations upon their academic and non-academic lives.

III | NORTHWESTERN STATE

# WELCOME FRESHMEN!

2 CONVENIENT NATCHITOCHES LOCATIONS



- ✓ CHECKING ACCOUNT
- ✓ SAVINGS ACCOUNT
- ✓ DEBIT CARD
- ✓ MOBILE BANKING
- ✓ ATM'S AT 5 LOCATIONS
- ✓ ZELLE® ONLINE PAYMENTS

**CITY BANK**  
& TRUST COMPANY  
**MYCITYBANK.COM**

MAIN BRANCH:  
146 RUE ST. DENIS  
NATCHITOCHES, LA 71457



UNIVERSITY BRANCH:  
600 UNIVERSITY PARKWAY  
NATCHITOCHES, LA 71457

# SERVICES AND RESOURCES

## Academic Advising Services

This office has six professional advisors who serve as the primary advisor of record to almost 900 students, which include, but are not limited to, students who are undecided about their majors, Associate and Bachelor of General Studies majors, and pre-clinical level nursing majors. Additionally, all staff advisors serve in a secondary capacity to all majors in summer months.

*For information please contacts us at (318) 357-6980 or [advising@nsula.edu](mailto:advising@nsula.edu).*

## The Orville J. Hanchey Galleries

The Orville J. Hanchey Gallery and Gallery-2 are Northwestern's two art galleries that provide year-round art exhibitions for the students and general public. Admission to the galleries is free. Art exhibitions held in these galleries include works by professional artists and student artists, including art majors from Northwestern. General hours of the galleries are Monday - Friday 8:00 a.m. until 5:00 p.m.

*To see the most up-to-date schedule of shows visit:  
[art.nsula.edu/hanchey-gallery-calendar/](http://art.nsula.edu/hanchey-gallery-calendar/).*

## Bookstore

The Northwestern State's Campus Store, located at 912 University Parkway next to Chick-fil-A, is open from 7:30 a.m. to 5:00 p.m. Monday – Thursday, 7:30 a.m. to 2:00 p.m. Fridays, and 10:00 a.m. to 4:00 p.m. Saturday, with extended hours at the beginning and end of each semester. Also, the Bookstore is open extended hours on weekends for home athletic games, recruiting days, conferences, special events, and summer months. Please visit our website for the most up to date hours - [www.bkstr.com/northwesternstateustore](http://www.bkstr.com/northwesternstateustore).

The Northwestern State Campus Store is the place to shop for NSU apparel and merchandise, books, school supplies, electronics, snacks, and much more! The Northwestern State Campus Store is proud to offer students the option to rent textbooks or purchase them in a digital format along with the option to purchase new or used textbooks. These options present each individual student with the opportunity to obtain their course required textbooks in their preferred format while also saving money. The Campus Store offers a price match guarantee through which they will match the purchase price of [barnesandnables.com](http://barnesandnables.com) and [Amazon.com](http://Amazon.com).

The Campus Store buys books back from students at any time of the year. At the end of each semester, they buy books back at up to 50% of the list price

# **SERVICES AND RESOURCES**

(depending on continued usage). In the event that the Campus Store is not buying the book back to resell in a future term, the book is bought back at the national wholesale value.

Please visit our website for the most up to date information (including sales/promotions) 24/7 @ [www.bkstr.com/northwesternstateustore](http://www.bkstr.com/northwesternstateustore). Or contact the NSU Campus Store at (318) 238-3630.

## **Off-Campus Instructional Sites**

- **Northwestern State University-Leesville/Ft. Polk (NSUL)** is a full satellite instructional site located adjacent to Fort Polk in Vernon Parish. At the NSU-Leesville instructional site, students may take courses towards all Northwestern State undergraduate and numerous graduate degree programs. Campus facilities include distance learning equipped classrooms, computer labs, library, abundant and convenient parking, admissions, and student support services, all in a beautiful, park-like campus setting.

The program has the mission of providing quality education services primarily for students living in the west central region of Louisiana. This mission is more specifically aimed at serving adult students from the region and members of the U.S. Army and eligible family members residing on or in the vicinity of Fort Polk.

- **The Northwestern State University CENLA Campus** is a responsive, student-oriented instructional site that is committed to the creation, dissemination, and acquisition of knowledge through teaching, and service. The Cenla Campus Instructional Site serves the Central Louisiana Region and contributes to the overall education, development, and experiences of students by locally offering courses through various delivery methods to include face-to-face, compressed video/distance learning, and online delivery, which contribute to the workforce needs of our employers and community. Services provided include assistance with admissions, financial

The academic facility is located within the England Industrial Airpark and Community in Alexandria and easily accessible to major highways connecting the various parishes of central Louisiana.

- **The Nursing Education Center in Shreveport, LA** at 1800 Line Avenue is the residential campus for the Departments of Undergraduate Studies in Nursing, Radiologic Technology, and Graduate Studies and Research in Nursing. The Nursing Education Center is composed of institutional facilities including instructional area, administrative/faculty offices, and student services center. The College of Nursing also provides academic and services to support clinical experiences and degree offerings at the Northwestern State University campus centers in Alexandria and Leesville.

# **SERVICES AND RESOURCES**

- **Northwestern State University – Barksdale** services the Northwest corner of Louisiana. Located at the Base Education Center of Barksdale Air Force Base, NSU Barksdale is centrally located in the Shreveport/Bossier City area. NSU Barksdale provides video conferencing classes, proctoring services, and Accuplacer Placement Exams. This mission is more specifically aimed at serving non-traditional adult students from the region focusing on our men and women of the Air Force to include active duty, military retirees, and eligible dependent family members.
- **Northwestern State University- Bossier Parish Community College** serves the students transferring from Bossier Parish Community College (BPCC) to NSU. The mission is to support all students interested in continuing their education into a bachelor's degree program. This NSU office aids students with understanding course requirements of the Bachelor program, transfer admission requirements, and application submission.
- **Northwestern State University at Marksville** is located at the Tunica-Biloxi Cultural and Educational Resources Center. The mission is to serve students throughout the surrounding areas by offering face to face and video conferencing classes. The site provides a host of student support services to include exam proctoring for students who are enrolled in online classes.

## **Electronic and Continuing Education**

The University, through the Office of Electronic and Continuing Education, offers programs designed for individuals of every age who are interested in furthering their education. Programs provide credit and non-credit education opportunities to provide a lifelong learning experience.

Credit programs are offered through the University's main campus located at Natchitoches and at three satellite locations in Shreveport, Alexandria, and Leesville, and at continuing education extension sites within the region. Northwestern also provides accredited online degree programs through eNSU – Northwestern State University's Electronic Campus.

The goal of the department is to provide access to all students who seek an educational experience through traditional and nontraditional methods of learning.

The University acknowledges the differences in the needs of the traditional and nontraditional students.

More information may be obtained from the Office of Electronic and Continuing Education located in Room 100 South Hall or visit: [nsula.edu/ece](http://nsula.edu/ece).

# **SERVICES AND RESOURCES**

## **Cooperative Occupational Work Program**

For information, please contact the Office of Cooperative Education at (318) 357-5161, room 201, Russell Hall.

## **Counseling and Career Services**

Career services includes career assessment and planning, job search skill development and assistance, workshops, career fairs, on-campus interviews, and web-based resources.

Career Services offers the following appointments through Handshake:

- Career Coaching
- Resume and Cover Letter Reviews
- Mock Interviews
- Part-Time Job Search
- Job Search Planning
- Internship Search
- Graduate School Application Review

For more information about Career Services and the best way to contact us, visit: <https://careercenter.nsula.edu/>. We are in the Career Center, Student Union, room 306. To schedule an appointment, go to: <https://nsula.joinhandshake.com>

- **Job Location and Development - Off Campus Employment**

The Job Location and Development program connects students with part-time opportunities off campus. Students can access part-time jobs through Handshake on the NSU website. The JLD office also provides resume reviews, interview skills, and workshops to help prepare students for success in the workplace as well as hosting part-time job fairs.

For more information, contact the Office of Job Location and Development at (318) 357-4050, or visit the office in room 306 of the Student Union.

- **Counseling Services**

Individual, couple, group, and crisis intervention assistance is provided to all students for a broad range of issues ranging from personal growth and adjustment concerns to mood disorders, eating disorders, grief, sexual assault, and more.

Hours of Operation: 8:00am-5:00pm Monday-Thursday; 8:00am-4:00pm on Fridays. Counselors are on call 24 hours a day and may be contacted after hours by calling the University Police at 357-5431.

# **SERVICES AND RESOURCES**



- **NSU Cares**

The purpose of NSU Cares is to create a prevention-prepared campus community in which suicide completion becomes a “never event” at NSU. The goals of this project focus on creating a system and safety net for students, in addition to a culture of caring, wellness, and hope. If you are worried about the well-being of someone in your campus community, or if you are observing behaviors that make you feel unsafe, then you will find helpful contacts and resources on this website: <https://www.nsula.edu/nsucares/>, email booner@nsula.edu, or call (318) 357 5621.

**Suicide Prevention LIFELINE 1-800-273-8255  
(Call 24 hours a day, 7 days a week)**

**National Rape Crisis Hotline 1-800-656-4673  
Veterans’ Crisis Line 1-800-272-8255 and press 1**

## **Student Employment - Work Study**

This program assists students with their financial needs by providing part-time employment in various departments on the Northwestern campus. Priority is given to students who are eligible for Federal work-study or who were awarded the NSU Employment Scholarship.

## **Accessibility and Disability Support**

Accessibility and Disability Support coordinates services and accommodations for students with disabilities and also serves as an information center concerning disability-related issues. These services provide equal educational opportunities to students minimizing the impact of functional limitations upon their academic and nonacademic lives. The office is located in Eugene Watson Library, room 108.

## **Campus Dining Services**

Sodexo Dining Services offers a variety of meal plans to students. All on-campus residents, except seniors and graduate students, are required to purchase a meal plan. Freshmen, living on-campus, are required to purchase the Unlimited Plan. Visit us at [nsuladining.com](http://nsuladining.com) for more information.

# **SERVICES AND RESOURCES**

## **Dining Facilities**

- **Iberville Dining Hall** is an all-you-care-to-eat dining facility with convenient hours and a wide variety of food choices. Meal-Plan meals, declining-balance dollars and cash and credit cards are all accepted at the Iberville Dining Hall.
- **Vic's** is located on the second floor of the Friedman Student Union and offers a variety of concepts for cash and declining balance meal plan purchases. The offerings include SubConnection, Slice of Life Pizza, and Louisiana Kitchen serving breakfast and lunch. Vic's also has beverages, simply to go salads and sandwiches, desserts, and snacks.
- **Steak 'n Shake** is located on the first floor of the Friedman Student Union and offers their famous classic Steakburgers and shakes for cash, credit card and declining balance purchases.
- **Chick-Fil-A** is located across from Watson Library at 912 University Parkway. Serving a variety of popular items for cash, credit card and declining balance purchases.
- **Café DeMon** is located on the first floor of Watson Library and offers Starbucks products for cash, credit card and declining balance purchases.

## **Meal Plan Changes**

Changes in meal plans may be made on or before the last day to register for credit. After that date, changes will be made only for extenuating circumstances and will require approval from Sodexo Dining Services and/or the Director of Auxiliary Services.

The procedure for changing a meal plan due to extenuating circumstances shall be as follows:

- The student shall make a written request to the One Card office.
- If approved, the student's previous meal plan will be canceled with the student being charged for the number of weeks the plan was used.
- The student will be assigned a new meal plan and charged for the number of weeks remaining in the semester.

A student with a cash balance must transfer the balance to a new meal plan.

## **Meal Plan Refunds**

Those students who cancel a meal plan during the semester shall be refunded in accordance with the following policy:

- **Fall/Spring Semesters**

Students who cancel traditional meal plans after the first day of classes will be charged a prorated amount based on two-week time periods up until the final day to resign or drop courses with a grade of "W" as published in the schedule of classes.



# NSU Campus Dining Guide 2021- 2022

## Dining Options Iberville Dining Hall

We are proud to offer an all-you-to-eat dining hall complete with menu selections that include just about every item you can imagine. Delicious home-style entrees, fresh fruit and salads, sizzling grill options, plant-based/vegetarian options, fresh pizza and pasta, deli choices, ice cream, freshly baked desserts and more! Located near University Place Residence Halls.

### C-Store

Featuring Simply to Go, the C-Store has all your bottled beverages, snacks, and quick meals covered.

### Vic's

Located in Friedman Student Union, Vic's has plenty of great food options including:

### SubConnection

Fresh Bread and great toppings to make your sandwich

### Slice of Life

The campus's own corner pizza joint - a great place to find some seriously good hand-tossed pizza made from fresh, quality ingredients.

### Louisiana Kitchen

Serving your full meal breakfast and lunch deals! Vic's also features bottled beverages, snacks, and

### Simply-to-Go Items!

### Cafe DeMon

Located in Watson Library, Cafe DeMon features We Proudly Brew Starbucks, and Simply-to-Go.

### Chick-Fil-A-

One of our most popular destinations on campus, you'll find all your favorite items here. Located across the street from Watson Library.

### Steak 'n Shake-

Steak 'n Shake is a classic American brand famous for the Original Steakburger and hand-dipped Milk Shakes. Steak 'n Shake is located in The Student Union

**All dining locations accept declining balance, cash, credit cards, and SOGO gift cards. For a complete list of details and hours of operation, please visit [nsuladining.sodexomyway.com](http://nsuladining.sodexomyway.com)**

## **2021-2022 MEAL PLANS AND DESCRIPTIONS**

# 21 - 22 **M E A L P L A N S**

The following meal plans are available to everyone. However, if you are a freshman living on campus you are required to have the Unlimited Plan listed below.

### **UNLIMITED PLAN PLUS \$300 IN DEMON DOLLARS PER SEMESTER**

This plan offers unlimited meals for breakfast, lunch, and dinner Monday through Friday, and brunch and dinner on Saturday and Sunday at Iberville Dining Hall. You may enter Iberville up to two times per meal period with this plan so you don't have to worry about missing a meal. You also get \$300 Demon Dollars to use at any dining location including the, C-Store, Cafe' Demon, Chick-fil-a and Steak 'n Shake. The cost of this plan is \$2050/semester.

If you are a Sophomore or above (those students with 30 hours or above), the following meal plans are available to you. If you do not choose a meal plan, you will be assigned the Unlimited Plan.

### **5 MP PLUS - 5 MEALS PER WEEK / \$575 IN DEMON DOLLARS PER SEMESTER**

This plan offers 5 meals per week - about 1 meal per school day at Iberville Dining Hall. This also offers you \$575 Demon Dollars to use at any dining location including Iberville Dining, C-Store, Cafe Demon, Chick-fil-a and Steak 'n Shake. The cost of this plan is \$1490/semester.

### **VIC'S ULTRA - ALL DEMON DOLLARS**

This plan is a declining balance plan with a \$1150 beginning balance. You get \$1150 Demon Dollars to use at any dining location including Iberville Dining, C-Store, Cafe Demon, Chick-fil-a and Steak 'n Shake. The cost of this plan is \$1150/semester.

### **VIC'S LITE - ALL DEMON DOLLARS**

This plan is a declining balance plan with a \$750 beginning balance. You get \$750 Demon Dollars to use at any dining location including Iberville Dining, C-Store, Cafe Demon, Chick-fil-a and Steak 'n Shake. The cost of this plan is \$750/semester.

If you are a commuter/non-resident student or faculty/staff, the following options are also available to you.

### **VIC'S COMMUTER - ALL DEMON DOLLARS**

This plan is a declining plan with a \$200 beginning balance. You get \$200 Demon Dollars to use at any dining location including Iberville Dining, C-Store, Cafe Demon, Chick-fil-a and Steak 'n Shake. The cost of this plan is \$200/semester.

### **2 MP PLUS - 2 MEALS PER WEEK / \$325 IN DEMON DOLLARS PER SEMESTER**

This plan offers 2 meals per week at Iberville Dining Hall. The 2 meal plan offers you \$325 in Demon Dollars to use at any dining location including Iberville Dining, C-Store, Cafe Demon, Chick-fil-a and Steak 'n Shake. The cost of this plan is \$585/semester.

### **10 MP - 10 MEALS PER WEEK**

This meal plan gives you 10 meals per week in the all you can eat Iberville Dining Hall - perfect for the off-campus athlete or student that wants the value of a meal plan but will not be on campus as much as a resident. The cost of this meal plan is \$1010/semester.

For More Information- Visit the campus dining website at [nsuladining.sodexomyway.com](http://nsuladining.sodexomyway.com) to find out more or contact our dining service office at 318-357-4385.

# **SERVICES AND RESOURCES**

Declining balance dollars will transfer from the fall to spring semester if a meal plan is purchased for spring. This must be used by the end of the Spring Semester. Declining balance dollars will not transfer from the Spring Semester to Summer Sessions.

- \* There will be no refunds after the final day to resign or drop courses with a grade of "W" as published in the schedule of classes.
- \* There are no refunds on the declining balance meal plans.

- ***Summer Sessions***

There are three meal plans offered during summer sessions. Please visit the Sodexo Dining website at **[nsuladining.com](http://nsuladining.com)** for more information on all meal plans.

- \* There are no refunds on the Summer Meal Plan.

## **Friedman Student Union**

The Student Union is the hub of student life at Northwestern State University. Facilities and services are designed to serve the entire University community. The Student Union staff coordinates over 1,500 events each year. Facilities can be reserved by contacting the Student Union Office in Room 214. All student related facility requests must be submitted by the designated "Account Holder" for the Recognized Organization concerned. Facility requests will be made using the Event Management System (EMS). Bulletin boards have been strategically placed in the Student Union for students, faculty, and staff to post information.

All bulletins must be approved in Room 214 prior to posting.

## **International Student Resource Center & Study Abroad**

The International Student Resource Center & Study Abroad assists international students in their transition from their home countries to becoming a student at NSU. We advise future international students and promote a welcoming atmosphere through intercultural social interactions. Our goal is to make their journey at NSU a lasting memorable experience!

The ISRC also promotes Study Abroad opportunities for NSU students to participate in long or short-term study abroad programs. We encourage NSU students to incorporate this life-changing experience as part of their academic plans and assist them in the application process.

For more information visit **[www.nsula.edu/international](http://www.nsula.edu/international)**, stop by Russell 227, or call (318) 357-5939.

# **SERVICES AND RESOURCES**

## **Louisiana Scholars' College**



The Louisiana Scholars' College is the State's only designated honors college offering smaller class sizes, strong faculty mentoring, innovative curriculum, seminar-style courses, and an unwavering commitment to student success. Scholars' courses are open to all Northwestern State students with opportunities to augment and expand their educational experience.

For more information contact the Louisiana Scholars' College at 318-357-4477 or email [Scholars@nsula.edu](mailto:Scholars@nsula.edu)

## **Office of Inclusion and Diversity**

The overarching goal of the Office of Inclusion and Diversity is to foster a sense of institutional belonging where everyone can thrive and become their very best. To that end, the Office will establish and promote cultural competence by promulgating diversity, equity, and inclusion across campus and in all activities to close the gap in recruitment and retention.

For more information contact: Dr. Michael T. Snowden, Vice President of Inclusion and Diversity, room 234, Student Union, (318) 357-4488

### Unit Offices:

Center for Inclusion and Diversity (CID), room 103, Student Union,  
(318) 357-4281

Office of Accessibility and Disability Support (OADS), 108 Watson Library,  
(318) 357-4460

## **Center for Inclusion and Diversity**



The Center for Inclusion and Diversity exists to promote a welcoming environment for all Demons. We are committed to combating prejudice and advocating for all minority and marginalized populations. We exist to give space and voice to everyone, including but not limited to all races; all religions; the Gay, Lesbian, Bisexual, Transgender, and Queer Community; and the Disabled Community. Visit the CID, room 103, Student Union or call (318) 357-4281.

## **One Card/Student Identification Cards**

Students are required to obtain and carry a Northwestern State student identification card at all times. First-time students are issued a Northwestern State University identification card for the length of their stay at Northwestern. This card serves as a Sodexo meal card, Athletic and Theatre pass, as well as access to Computer Labs and Watson Library. It also serves as identification to UPC and SGA

## **SERVICES AND RESOURCES**

sponsored events throughout the year. The Northwestern ID card also functions as the student's library card and is required to check out any books or materials from the Northwestern State University Watson Library, as well as the Shreveport and Leesville campus libraries.

The One Card also functions as a debit card for the Sodexo convenience store, the University Bookstore and all campus dining facilities. Students may deposit money on their One Card by coming to the One Card Office in the Student Services Center to complete an application.

The first issued card is free of charge. Each replacement for a lost, stolen, or broken card is \$20.00. Cards reported stolen will be replaced free of charge with a police report provided at the time the card is made. Students with name or social security changes need to change information in the Registrar's Office first and bring a copy of the information to the One Card Office and an ID will be replaced free of charge. No nicknames or preferred names will be allowed on ID cards; only official information that is on file with the Registrar will be printed on your Northwestern ID card.

ID cards are available in the One Card Office in the Student Services Center between the hours of 8:00 a.m. - 4:30 p.m. Monday through Thursday, and 8:00 a.m.-12:00 p.m. on Fridays (excluding holidays).

The original card will be permanently deactivated when a card is replaced. Your One Card is an access key and must be presented to enter numerous campus facilities, attend special events, obtain services, and utilize the library. Your card and related accounts are non-transferable. If your student ID card is given to anyone, the individual whose identity is represented on the card assumes all financial and/or criminal liability for the card's misuse.

At the beginning of every semester students are required to obtain a current semester sticker on the back of their student identification card that will indicate active enrollment during the respective semester. This process may be completed the week of fee payment or by visiting the One Card Office.

The Northwestern ID card functions as a debit card for those students who activate their Speed Demon Account. This declining balance account is separate from a university meal plan and can be used in campus coke and vending machines, the Sodexo convenience store, the University Bookstore and all campus dining facilities. Students may deposit money on their One Card by coming to the One Card Office in the Student Services Center, 3rd floor, to complete an application.

Northwestern has partnered with BOM Bank to provide free student checking to NSU students. Your student ID will serve as the debit card for this account. All transactions require a PIN for security.

Students also have the option of having their financial aid refunds or student worker payroll checks direct deposited into the checking account of their choice. Students must fill out the EFT (Electronic Funds Transfer) Form available in the

# **SERVICES AND RESOURCES**

Student Accounting Office in the Student Services Center, 3rd floor, or online at the One Card website. Along with the completed form, the student must provide a voided, blank check attached to the form. This enables Northwestern State to automatically deposit refunds directly into the students' checking account.

## **Theatre and Dance Events**

Northwestern State students are admitted free to all theatre events, with a current student ID and semester sticker. The stickers can be obtained from the One Card office at the beginning of each semester. Due to limited seating some productions require reservations, please call 318-357-4483 for more information.

## **Housing**

### **University Columns, University Place, and Varnado Hall**

On-campus residential accommodations at Northwestern State University are comprised of three communities: University Columns, University Place, and Varnado Hall. All properties are managed by the University's housing partner, Campus Living Villages. Please visit the housing website for more information at [nsula.edu/campushousing/](http://nsula.edu/campushousing/).

Residents with Campus Living Villages are on-campus students and are required to observe all rules and regulations described in the Northwestern State University Student Handbook and Student Code of Conduct. No later than last day of finals for each semester, continuing residential students must meet the following criteria:

- A semester GPA of 2.0;
- All university balances paid in full;
- Pre-registered for classes for the following semester.

Failure to meet all these three criteria can result in loss of on-campus housing. Those not meeting the criteria can request an appeal to be allowed to remain in housing. The appeal must be made to the Housing Office no later than three weeks after the last day of finals for each semester. The Housing Office is located in the University Place Clubhouse.

\* Students and **their guests** who violate the Student Code of Conduct will be subject to all the sanctions of the Student Code of Conduct including banishment from campus.

## **The Pantry**

The Pantry, located in the Trisler Power Plant, 143 Central Avenue, provides NSU students with access to free food assistance, personal care items, cleaning supplies and other necessities to help students stretch their food budgets. Services are available to all students, five days a week.

# **SERVICES AND RESOURCES**

## **The University Post Office**

The University Post Office distributes mail to post office boxes Monday through Friday. Mail arrives daily at 8:00 a.m. and departs once daily at 4:00 p.m. Monday through Thursday and 12:00 p.m. on Friday. All residential students are required to rent a post office box. Post Office boxes are currently \$23.00 per Fall and Spring semester, and \$12.00 in the Summer. The rent will be placed automatically on the student's account and reflected on the student's tuition bill. Students who reside off campus can rent a mailbox as well and have the cost added to their tuition bill if they choose.

**USPS Mail and UPS packages should be addressed as follows:**

Name  
NSU Box  
Natchitoches, LA 71497

**Federal Express packages should be addressed as follows:**

Name  
175 Sam Sibley Drive  
Suite \_\_\_\_\_ (NSU Box #)  
Natchitoches, LA 71497

## **Safe Haven**

The intention of the Safe Haven program is to provide the NSU community with safe people and spaces where they can find care and support.

Safe Haven will identify, educate, and sustain faculty, staff, administration, and student allies who are open to, accepting of, and inclusive of our diverse community.

The ultimate goal of Safe Haven is to promote academic excellence, personal dignity, mutual respect, and individual responsibility in a way that is enriching for all. Look for the Safe Haven icon on faculty, staff, and administrative office doors and within emails and Moodle.



# **SERVICES AND RESOURCES**

## **Student Health Services**

Health Services provides cost effective, convenient, high quality and professional health care to eligible students including assessment, treatment and referrals for students needing medical attention. The Health Services fee provides for unlimited visits, medical supplies, some diagnostic testing and common medications for frequently seen illnesses. Students must present a current NSU ID to receive services. Eligible students are those taking a class on the Natchitoches campus, living on-campus or those who elect to have the \$96.00 fee assessed per semester.

Check your fee sheet to verify eligibility. The Health Services fee is not an insurance policy.

Students requiring advanced medical care are provided same-day MD appointments with an Internal Medicine Specialist for a \$20.00 co-pay. Prescription medication and diagnostic tests ordered by the MD are the responsibility of the student.

For more information visit [healthservices.nsula.edu](http://healthservices.nsula.edu) or call (318) 357-5351.



**STUDENT  
HEALTH  
SERVICES**

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Monday - Thursday  
7:30-4:30

Friday 7:30-12:00

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**318-357-5351**


**315 Caspari St.  
next door to  
University Police**

**healthservices.nsula.edu**

**III | NORTHWESTERN STATE**

## **TRIO Student Support Services**

TRIO Student Support Services is a federally funded program designed to help eligible students achieve success in college by providing proven services, such as: academic and career advising, tutoring, scholarships, financial literacy workshops, field trips, selecting a major, etc. Student Support Services serves both the Natchitoches campus and the College of Nursing and School Allied Health in Shreveport.

Scan or Click Code to Apply Today or  
come by Kyser Hall, 243-B for an application.



# **SERVICES AND RESOURCES**

## **Instructional Technology and Student Support**

In accordance with Louisiana legislation, a Student Technology fee has been instituted to supplement (not replace) currently allocated funds for technology at Louisiana Colleges and Universities.

**Fee Assessment:** The Student Technology Fee charged to a student is five dollars per credit hours per semester and shall not exceed \$100.00 per semester. In accordance with L.R.S. 17:3351.1, assessment of the fee may be terminated by a two-thirds vote of the members of the governing board of each institution's Student Government, and majority of the University of Louisiana Board of Supervisors. Based on each institution's SGA Constitution, any decision might require a majority vote by the student body in a referendum.

Student Technology Advising Team (STAT) serves as a mechanism to allow proper student involvement in the expenditure of technology fees. STAT will have sole authority over expenditures of the Student Technology Fee. The STAT committee shall oversee the student technology fee program of each campus with student membership accounting for a majority of the committee membership. The STAT committee hears and approves all proposals for use of the Student Technology Fee which must follow the tech fee guidelines and prove beneficial to the student body. Business may not be considered at any STAT meeting without a quorum, comprising at least two-thirds of the full committee membership.

All expenditures made for the student tech fee must be authorized in the annual budget recommended by the majority of the members of STAT and approved by the university president. Members of STAT will also serve on the Information Technology Advisory Council (ITAC). The ITAC committee, an at-will committee, serves to provide guidance and support to the university through the appropriate use of information technology.

# **SERVICES AND RESOURCES**

## **Student Labs**

The following labs were funded or partially funded through Student Technology Fees and are open to Northwestern students:

Health and Human Performance Lab	Rm. 129
Kyser Hall Lab	Rm. 243
Student Union Lab	Rm. 235
Watson Library Lab	Rm. 113
Counseling and Career Services	Rm. 305 Student Union
Library Reference Internet Lab	1st floor Watson Library
Art Lab	Rm. 207 A.A. Frederick's Fine Arts.
Multimedia Lab	Rm. 319 A.A. Frederick's Fine Arts
Business Lab	Rm. 101A, C, D; Rm. 104, 108, 113 - Russell Hall
Education Lab	Rm. 113 Teacher Education Center
Family and Consumer Science Lab	Rm. 119, 225 - FACS Bldg.
Communication Center	Rm. 337 - Kyser Hall
Scholars' College Lab	Rm. 232 - Morrison Hall
Nursing Lab #1	Rm. 111 - Fournet Hall
Nursing Lab #2	Rm. 105 Nursing Education Center, Shreveport, LA
Nursing Lab #3	Rm. 112 Nursing Education Center, Shreveport, LA
NSU Leesville Lab	Rm. 119, 125 Bldg. 550, Leesville, LA
NSU Catahoula Lab	NSU Catahoula Center, Jonesville, LA
Biology/Life Science Lab	Rm. 213 - Bienvenu Hall
Chemistry/Physics Lab	Rm. 219 - Fournet Hall
CAPA, Old Fine Arts	Rm. 128
ROTC Lab	Rm. 219 - Noe Hall
Psychology Lab	Rm. 338 - Bienvenu Hall
Student Services Lab	Rm. 237 - Kyser Hall
Student Support Services Lab	Rm. 243B - Kyser Hall
Foreign Language Lab and Tutoring	Rm. 335 - Kyser Hall

\*Check the NSU website for hours of operation, software available and lab restrictions. In some cases, priority is given to students in specific classes and majors.

# **SERVICES AND RESOURCES**

## **Other Technology Resources Available to Students**

A help desk (Student Online Support) is available to students to answer technology-related questions. SOS also assist with myNSU, Moodle, Office 365 (student email) and Wi-Fi access we can be reached via phone (318-357-6696) or through email [sos@student.nsula.edu](mailto:sos@student.nsula.edu). Students are welcome to visit the Watson Library lab, room 113 for assistance with faxing, along with checking out laptops, projectors and cameras for academic use. Equipment may be checked out for a seven-day period, all equipment must be returned by 10:00 a.m. on the seventh day. For current list of hours of operation and for answers to frequently asked questions, visit the website at [helpdesk.nsula.edu](http://helpdesk.nsula.edu).

**Communication lab:** Northwestern State students with a valid ID may use the equipment in the department upon availability. Cameras and tripods may be checked out for a 24-hour period. Other equipment may be used in the department. The Department of Language and Communication is located on the third floor of Kyser Hall.

## **Testing Center**

The Testing Center at Northwestern State University (NSU) exists to provide a variety of testing options for students at NSU and the surrounding communities. We strive to assist individuals in achieving their academic and professional goals by offering the most advanced options in a quiet and secure environment. The Testing Center adheres to the National College Testing Association's (NCTA) standards and guidelines to provide quality services to NSU and the surrounding communities. Tests offered through the Testing Center include the following:

- American College Testing Assessment (ACT)\*
- Accuplacer Next Generation Placement Exam
- College Level Examination Program (CLEP)\*
- Graduate Record Examinations (GRE)\*
- Law School Admission Test (LSAT)\*
- Miller Analogies Test (MAT)
- National Counselor Examination (NCE)
- PRAXIS\*
- Proctoring Services
- Scholastic Aptitude Test (SAT)\*

\*Online registration is required by the test companies. Please visit the Testing Center webpage for access to the different test companies' websites at <http://studentdevelopment.nsula.edu/testing-center>

# **SERVICES AND RESOURCES**

## **Academic Success Center**

The Academic Success Center provides peer support, learning resources, and academic guidance to all students by building one-on-one relationships between students and tutors thereby ensuring students are academically prepared to earn a college degree. The Center's environment encourages good study habits and learning across all disciplines, especially the humanities and STEM subjects.

For more information, please contact us at (318) 357-4291 or  
[academicsuccess@nsula.edu](mailto:academicsuccess@nsula.edu).

Please visit our website: [nsula.edu/academic-success-center](http://nsula.edu/academic-success-center).

## **Libraries**

Northwestern State University libraries consist of a branch located on each of the University's three campuses. All Northwestern students have access to over 100 electronic databases of scholarly and popular journal research. These resources are available 24/7/365 remotely through the library's webpage: [library.nsula.edu](http://library.nsula.edu).

Located at the main campus, the Eugene P. Watson Memorial library is a three-story modular 95,000 square feet building containing facilities for group and individual study and research. Professional librarians are available to assist with research both face-to-face and remotely. The Reference Room and stacks (circulating collection) are on 2nd floor. The main office and Serials Media Department are on 3rd floor. The library also houses the Academic Success Center (tutoring), a computer lab, and the Café DeMon Coffee Shop on the first floor. The Cammie G. Henry Research Center, on the 3rd floor houses the University archives, Special Collections, and the Louisiana Collection. The Shreveport Nursing Center Library, Nursing Education Center, 1800 Line Ave, Shreveport houses a collection of materials for Allied Health and Nursing.

The Northwestern State Leesville library is located at 3329 University Parkway in Leesville, and serves the Leesville/ Fort Polk community.

## **University Police**

The University Police Department provides 24/7 police protection and services for the Natchitoches campus. University Police also responds to any situation at an off-campus fraternity house. Louisiana Revised Statue 17:1805 vests University Police officers with full law enforcement powers, authority, and responsibilities identical to the local police or parish sheriff in one's home community. The City of Natchitoches also commissions all officers. Each officer is required by law to complete the Louisiana Commission on the Law Enforcement

Police Officer Standards and Training course. This is an eight-week course taught by the Basic Law Enforcement Academy. All officers receive additional in-service training in the areas of firearms, legal updates, DWI enforcement, drugs, etc. The

# **SERVICES AND RESOURCES**

University Police Department has an excellent working relationship with other criminal justice agencies including Louisiana State Police, Natchitoches Parish Sheriff's Department, Natchitoches City Police and Natchitoches Parish District Attorney's Office. University Police also operates a "Crime Stoppers" program which encourages persons that witness crimes to furnish University Police with information that may lead to the arrest of the person responsible for the crime.

University Police officers are commissioned as such by the Department of Public Safety. Such commission provides the officer the right to carry a concealed weapon and to exercise the power to arrest.

## **Veterans Affairs**

The Veterans Affairs Office provides support services for all veterans and their family members. Students who will be attending Northwestern State University using the GI Bill should contact the Veterans Affairs Office to complete the necessary paperwork. In addition, veterans/ their eligible family members may receive help with special problems and needs. Contact the Veterans Affairs Office in suite 335 of the Student Services Building or email us at [vetaffairs@nsula.edu](mailto:vetaffairs@nsula.edu).

## **Voter Registration**

Since 1996, the passage of the National Voter Registration Act makes it possible for all members of the campus community to register on campus where they work or study. In accordance with the NVRA, Northwestern State University is offering the opportunity to register to vote during regular registration and fee payment each semester.

In addition, voter registration forms are available at all times in the One Card Office, in the Student Services Building and the Office of Accessabilty and Disability Support, Watson Library, Rooms 108C-D.

## **Financial Issues**

### **Automated Teller Machines**

For your convenience, one automatic teller machine is located in the Student Union.

The teller machine utilizes: La Cap - Visa - Gulf Net - Pulse - Discover - Alert - American Express - Express Cash - MasterCard - PLUS - Cirrus

### **Refund Policy**

A student who resigns from the University will be subject to the University's refund policy. The policy is published online each semester by the Registrar's Office at [nsula.edu/registrar/](http://nsula.edu/registrar/) under "Registration Information."

# **SERVICES AND RESOURCES**

## **Student Government Loan**

All full time students who pay Student Association fees (excluding Shreveport students), are in good standing with the University (no academic or disciplinary probation), with 2.0 GPA in last semester of enrollment and cumulative 2.0 GPA are eligible to participate in the SGA Loan Fund program. Loans can be made for \$5.00 to \$100.00 for a period of 60 days during the fall and spring semesters. Students can fill out an application in the Dean of Students office.

## **Northwestern State Billing and Payment Procedures**

A complete guide to billing and payment procedures is available online on the Business Affairs- Student Accounting and Cashiering webpage at [nsula.edu/student-accounting-cashiering/](http://nsula.edu/student-accounting-cashiering/). Inquiries can be emailed to [studentaccounting@nsula.edu](mailto:studentaccounting@nsula.edu).

## **Tuition and Fees**

Tuition and fees are published and made available on the Registrar's Office webpage at [nsula.edu/registrar/](http://nsula.edu/registrar/) and the Business Affairs-Student Accounting and Cashiering webpage at [nsula.edu/student-accounting-cashiering/](http://nsula.edu/student-accounting-cashiering/). Inquiries can be emailed to [studentaccounting@nsula.edu](mailto:studentaccounting@nsula.edu).

## **myNSU**

There are many informational tools available to you at myNSU. Login is available from the Northwestern State website [nsula.edu](http://nsula.edu). Students are able to securely view student information, including real time student account balances and can make online e-check and credit card payments.

## **Student Billing and Payment Procedures**

Information regarding student billing and payment procedures can be found on the Business Affairs-Student Accounting and Cashiering webpage at [nsula.edu/student-accounting-cashiering/](http://nsula.edu/student-accounting-cashiering/) and inquiries can be emailed to [studentaccounting@nsula.edu](mailto:studentaccounting@nsula.edu).

The University bills student monthly through an electronic bill statement (e-bills). Current and historical e-bills can be viewed and printed online 24/7 through the student's myNSU account. Additional information regarding e-billing processes is available at [nsula.edu/student-accounting-cashiering/](http://nsula.edu/student-accounting-cashiering/) under the "Student Bill Statement" tab.

The following payment options are available to students, parents and guests. Additional information regarding each option is available at [nsula.edu/student-accounting-cashiering/](http://nsula.edu/student-accounting-cashiering/) under the "Payment Options" heading.

# **SERVICES AND RESOURCES**

1. Online e-check and credit card payments, Visa, Mastercard, American Express, and Discover, can be made online 24/7 by logging into your myNSU account. Parents and guests authorized by students can also make online payments.
2. Credit cards, Visa, MasterCard, American Express, and Discover, can be accepted by mail. Include the remittance stub available on the e-bill. The e-bill can be viewed and printed through the student's myNSU account. The University does not accept student account credit card payments by phone.
3. Check and money order payments can be mailed to Northwestern State University, NSU Box 5669, Natchitoches, LA 71497. Include the remittance stub available on the e-bill. The e-bill can be viewed and printed through the student's myNSU account. **Also, include the student's name and campus wide ID on the check or money order.**
4. Cash, check, money order and credit card payments can be made in person at the Cashier's Window on the 3rd Floor of the Natchitoches Campus Student Services Building. The Leesville/Ft. Polk campus accepts check, money order and credit card payments.

## **Installment Plan Policy Information**

The University has a payment plan, for the current term only, available to all students in good financial standing who cannot pay their full account balance by the first week of the current semester's classes and who do not qualify for full financial aid. The plan is called the "Installment Plan" and it allows students to pay certain deferrable semester charges in three installments over the course of the semester. A copy of the "Installment Plan Policy" is published online each semester by the Registrar's Office at [nsula.edu/registrar/](http://nsula.edu/registrar/) under "Registration Information." Additional information regarding each option is available on at [nsula.edu/student-accounting-cashiering/](http://nsula.edu/student-accounting-cashiering/) under the "Installment Plans" tab.

This policy should be read by all students to understand the plan, its obligations, and the consequences of default. Delinquent balances are subject to being transferred to the State of Louisiana Attorney General's Office, or other outside contracted collection agency, for collection. Upon transmittal, students may be responsible for all collection, attorney and court costs and be reported to major credit bureaus.

\*Note: Installment Plan and Late Payment charges can be appealed. The "Registration Access Installment/Late Charge Appeal" form can be downloaded from the One Card's website at [nsula.edu/onecard/](http://nsula.edu/onecard/).

# **SERVICES AND RESOURCES**

## **General Refund Information**

You can view the status of your student account online by logging into your myNSU account. If you have a credit (negative) balance, a refund will be in line to process with the University's next automated Financial Aid cycle if you are a financial aid recipient, or Business Affairs' check cycle if you are not a financial aid recipient. The refund will be in the form of direct deposit, if elected by the student, or mailed check. Please allow 24-48 hours for direct deposits and 10 days for a mailed check to arrive. If you have been issued a refund, and you do not receive the funds within the specified timeframes, please contact the Student Accounting Office at (318) 357-5447. For security and safety purposes, direct deposit of refunds is highly encouraged by the University. If you have resigned or been cancelled from the current term and no adjustments are reflected on your online account or if the resignation or cancellation is for a prior term, please contact the Registrar's office at (318) 357-6171 to discuss the status of your resignation or cancellation.

## **Direct Deposit of Refunds**

Direct deposit of refunds is available to students at their bank of choice. The Electronic Funds Transfer (EFT) Authorization form can be downloaded from the One Card Office webpage at [nsula.edu/onecard/](http://nsula.edu/onecard/). For security and safety purposes, direct deposit of refunds is highly encouraged by the University.

## **Financial Aid**

Northwestern State University's Office of Student Financial Aid is committed to our mission of providing the best possible service to students and families who need help meeting the costs of higher education. Included in the mission of the Financial Aid Office is to ensure that higher education is financially accessible to all of its students through federal need-based aid and merit-based academic scholarships. The University and the Financial Aid Office provides assistance to members of its community through scholarships, grants, loans and student employment.

If you have specific questions, or you would like to just find out more, please contact our Office. You can reach us at one of the following locations:

Student Financial Aid and Scholarship Information: [financialaid.nsula.edu/](http://financialaid.nsula.edu/).

### **Natchitoches Office**

212 Student Services Center  
Natchitoches, Louisiana 71497  
Phone – (318) 357-5961  
Toll Free – 1-800-823-3008  
Fax – (318) 357-5488

### **Shreveport Office**

1800 Line Avenue  
Office #102  
Shreveport, Louisiana 71101  
Phone – (318) 677-3045  
Fax – (318) 677-3127



The Baptist Collegiate Ministry is a place where students can fellowship, get involved, and make a difference. Our mission is to know Christ and to make Him known. The BCM has been serving Christ through serving the college community since 1926. The BCM is funded by Baptist churches in the area and follows their beliefs. However, anyone is welcome at anytime for any reason!



For more information about BCM or our events, pull out your phone, open your camera, and scan the QR code or go to [nsulabcm.com](http://nsulabcm.com)



# **STUDENT LIFE**

## **Student Body Diversity, Retention, and Transfer Rates**

Information regarding student body diversity and retention and transfer out rates can be found by reviewing NSU Fact Book at [oir.nsula.edu/fact-book](http://oir.nsula.edu/fact-book). The NSU Fact Book is published annually by the office of Institutional Research using data from the 14th class day of the fall semester.

## **Student Accountability**

### **Conduct | Advocacy | Title IX**

The Student Conduct Officer and Title IX Coordinator, or a designated representative, under the Vice President of Student Experience and Dean of Students, and Vice President for Inclusion and Diversity administer disciplinary procedures governing students and guests. Disciplinary issues may be referred to a student/faculty/staff discipline committee appointed by the President of the University. Students are expected to conduct themselves at all times in a manner consistent with standards prescribed by the University. Specific disciplinary due process procedures and the Northwestern State Student Code of Conduct and Policies and Procedures are located within this publication.

## **Student Identification**

Specific disciplinary due process procedures and the Northwestern State University Code of Conduct appear in the Northwestern Student Handbook. Members of the campus community must be prepared to display a Northwestern State University identification card upon request of a duly designated authority.

## **ADA Public Accommodations Policy**

It is the policy of Northwestern State University to ensure that all of our goods, services, facilities, privileges, advantages, and accommodations are accessible to qualified persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Every effort is made to provide accommodations in an integrated setting appropriate to the needs of the student with the disability.

Northwestern State is committed to providing equal opportunities to students by minimizing the impact of functional limitations upon their academic and non-academic lives through providing reasonable accommodations to qualified persons. Reasonable accommodations are modifications to a course, program, service, or employment that do not fundamentally alter the course or program.

Northwestern will not use standards, criteria or methods of administration that screen out, exclude or discriminate based on disability. Additionally, the University will not discriminate against any person who is related to or associated with a student with a disability.

# **STUDENT LIFE**

This policy is neither exhaustive nor inclusive. This policy applies to all goods, services, privileges, advantages, and accommodations offered by Northwestern either directly or through contractual, licensing or other arrangements.

## **NSU Service and Emotional Support/Assistant Animal Policy**

NSU will reasonably accommodate persons with disabilities who require the assistance of registered service or emotional support/assistance animals. For details please contact the Office of Accessibility and Disability Support at 318-357-4460/[washington@nsula.edu](mailto:washington@nsula.edu) and see the webpage listed below.

\* Please see our webpage for more information:

<https://nsula.edu/disabilitysupport/>.

## **Department of Wellness and Recreation (WRAC)**

The Northwestern State Department of Wellness and Recreation is located in the heart of campus in the Wellness, Recreation, Activity Center (WRAC). This facility is open 7 days a week. The facility is open to students, faculty, staff, Northwestern State alumni, and Friends of NSU. This facility houses two gymnasiums, 15,000 square feet of strength, cardio, exercise equipment, group exercise studio, fitness assessment laboratory, locker/shower/steam room areas, three racquetball courts, equipment service center, indoor walking jogging track, and all of the Department of Wellness and Recreation Administrative offices.

The Wellness area provides over 20 group exercise classes each week, personal training, fitness assessments, and many health-related seminars throughout the year. The intramurals area sponsors more than 20 sports and activities throughout the academic year. NSU Club Sports is available to all students interested in starting a club sports program. They may do so by filling out the proper paperwork through the Student Government Association located in the Student Union.

## **The Robert W. Wilson Recreation Complex**

Northwestern State University is the only university in Louisiana with such a "student country club." The Research and Development Committee of the Student Union Governing Board designed the Recreation Complex. The Complex features an Olympic-sized pool, and four tennis courts. There is also an eighteen-hole golf course that is open year round. Also included are a clubhouse and pro shop.

All Natchitoches campus students taking five hours or more are entitled to use the Complex simply by presenting their current identification card and, if playing golf, paying a small green fee. Non-university individuals may use the Complex by paying a daily fee or purchasing a membership.

Many activities are programmed at the Complex throughout the year. Student groups may reserve the club house by contacting the Recreation Complex Office.

## **Office of Student Activities and Organizations**

Since a well-rounded education at Northwestern State is more than attending classes, a wide range of extra-curricular activities are offered to satisfy students' needs. These activities are not separate and apart from academic life; they serve to increase the total experience.

Activities at Northwestern are selected to suit the needs and interests of the students. Events involving the entire student body include concerts, dances, movies, ball games, exhibits, and forums featuring national figures in both formal and informal discussion. These and many other activities are planned and presented by the students themselves, serving on committees and with organizations.

Approximately 90 recognized student organizations are available to students. Offering something for everyone, these organizations give students ample opportunity to become involved in planning activities, making new friends, developing leadership qualities, and receiving recognition for a job well done. Recognized student organizations are classified as Academic, Club Sport, Communication and Media, Creative and Performing Arts, Cultural and Social Awareness, Department, Faith Based, Fraternity and Sorority, Governing Body, Honor Society, and Special Interest. Questions about organizations may be referred to the Director of Student Activities and Organizations.

Northwestern State offers a wide variety of recreational facilities for college students, including three gymnasiums, eight tennis courts, and the Student Union. These activities are supported by the University because they contribute strongly to the education of the student and provide excellent avenue, for self-development. First priority is given to Northwestern State students and recognized student organizations (RSO) in scheduling events. Questions concerning student activities should be directed to the Director of Student Activities and Organizations located in Room 222 of the Student Union. The professional staff advises student organizations about program planning, university policies and procedures, risk management, and the function of organizations. Policies for student organizations are contained in the Recognized Student Organization (RSO) Manual and can be found online at [https://docs.google.com/document/d/1SeNRDCK1vj\\_FQHJ7\\_9EZz8ET1\\_IBW1n\\_REosN0MmzwC/edit#](https://docs.google.com/document/d/1SeNRDCK1vj_FQHJ7_9EZz8ET1_IBW1n_REosN0MmzwC/edit#)

Furthermore, the University Programming Council operates from this office. The UPC consists of up to ten programming committees that provide cultural, social, recreational, educational, and entertainment programs for the Northwestern State community. Involved students learn leadership and interpersonal skills through the process of planning, budgeting, and evaluating more than 150 individual programs each year. The staff in the Office of Student Activities and Organizations will help students find a way to get involved.

# **STUDENT LIFE**

## **Student Media**

The University recognizes the Current Sauce, Potpourri, Argus and KNWD-FM as the student media of Northwestern State University. These student publications and the radio station serve dual purposes for the students. First and foremost, they were established to serve as forums for student expression, providing students with an opportunity to inquire, question and exchange ideas. Secondly, they provide students an opportunity to use and expand writing and broadcast skills. Students working in the media are expected to comply with the standards of ethics, law, fairness and accuracy.

In order to protect First Amendment rights of students, the University gives editorial control to students, with the publication editor or radio station manager having the final decision-making authority. Students are encouraged to consult with the faculty advisor about difficult editorial decisions, but the students make the editorial decisions.

Annually, the Student Media Board, as outlined in the Student Government Association Constitution, convenes for the purpose of selecting publication editors and a station manager. The selected editors and station manager appoint the other staff members. The term of each editor and the station manager shall be as stated in the Student Government Association Constitution. No prior restraint shall be exercised on Student Media. The University assumes no liability for the content of student publications and/or broadcast. If a publication or the station becomes subject to a lawsuit, the University will not provide legal assistance for student staff members.

The Media Board has the authority to decide on all matters of non-editorial policy not provided for in other University Policy. The University maintains a clearly written statement of its responsibilities to the student media.

## **Student Affairs Council**

The Student Affairs Council operates under the auspices of the Dean of Students. The Student Affairs Council at Northwestern serves as an information exchange between Northwestern's student body and the faculty and staff at the University. The primary function of the Council is to act as an advocacy group for those students, faculty, or staff wishing to improve the quality of student life at Northwestern State University. The council will assess services and committees impacting student life and advise the university administration accordingly.

For information on membership to Student Affairs Council and other committees impacting student life at Northwestern State University, please go to [\*\*studentaffairs.nsula.edu\*\*](http://studentaffairs.nsula.edu).

Membership on the Student Affairs Council consists of students, faculty and staff representing the various divisions of the University. The Dean of Students chairs the Council. For more information contact the Dean of Students, Room 250, Student Services Center.

# **NSU POLICE**

## **WE'RE HERE TO HELP**



At Northwestern State our **highest priority** is the **security** and **well-being** of our University community. The University Police Department is available at **any time** to assist and protect **every student** in our community, performing all **standard policing duties** as well as **security escorting** to on-campus housing.

**(318) 357-5431**

**IF YOU SEE SOMETHING, SAY SOMETHING**



**NORTHWESTERN STATE  
UNIVERSITY OF LOUISIANA**



# POLICIES AND PROCEDURES

## ALCOHOL and DRUG POLICY

### PURPOSE

Northwestern State University is committed to the health, safety and well-being of each member of the Northwestern State University community. In order to further student learning, development and success and to promote the University's academic mission, Northwestern State University fosters an environment of personal and collective responsibility and respectful citizenship. This means that all members of the university community – students, faculty, and staff – have a role in safeguarding a healthy learning environment free of the consequences of alcohol and other drug misuse. The University also strives to create a culture that supports students who do not use alcohol or illegal drugs and students who use alcohol in a safe, legal and responsible fashion in accordance with state and local laws and ordinances and the Drug Free Schools and Communities Act.

### APPLICABILITY

This policy applies to all students, faculty, staff, and visitors of Northwestern State University.

### DEFINITIONS

**Alcoholic Beverage:** Any fluid or any solid capable of being converted into liquid suitable for human consumption and containing more than one-half of one percent alcohol by volume including malt, vinous, spirituous, alcoholic or intoxicating liquors, beer, porter, ale, stout fruit juices, cider, or wine. (pursuant to R.S. 26:241.1

**Approved Vendor or Server:** A licensed and insured alcohol provider that has been contracted by the University to engage in the sale and service of alcoholic beverages on the Northwestern State University Campus in accordance with this policy-i.e. the University Food Service Provider or other contractor with an ATC Responsible Vendor Card granted authority to serve or distribute alcohol by the University Food Service Provider.

**B.Y.O.B. Event:** (Bring Your Own Beverage) An event where guests are responsible for providing their own alcoholic beverages in accordance with this policy.

**Open Bar:** A bar or dispensary at an event with alcohol at which the drinks have been paid for by the host or are prepaid through the admission fee.

**Event Management System:** The official system used to reserve buildings, facilities, and other sites on the Northwestern State University campus-i.e. EMS.

**Approved Security Personnel:** Individuals or entities authorized by University Police to serve as security for events with alcohol on campus.

**Illegal Controlled Substance:** Means cocaine, phencyclidine, heroin, methamphetamine, or marijuana and any other illegal controlled dangerous substance,

# **POLICIES AND PROCEDURES**

the possession or distribution of which is a violation of the Uniform Controlled Dangerous Substances Law, R.S. 40:961 et seq.-(pursuant to R.S. 9:2800.62.2)

**Possession:** Any situation in which an individual is or reasonably can be assumed to be holding, drinking, or transporting an alcoholic beverage or illegal controlled substance.

**Event Host:** The individual, organization, department, etc. responsible for hosting an event with alcohol.

**Request to Serve Alcoholic Beverages Form:** The official form used when requesting to serve alcoholic beverages or host an event with alcoholic beverages on campus.

**Event with Alcohol Notification Form:** The official form that student organizations must submit if hosting an event with alcohol whether on or off campus or on organization premises.

**University Approved Sites:** Buildings, facilities, and locations on campus that are approved to host an event with alcohol.

**University Event:** An event that is sponsored or hosted by the university, a university department, a recognized student organization, or any other entity of the University.

**Non-University Event:** An event that is sponsored or hosted by an individual, organization, or entity that is not officially affiliated with the University.

**University Approved Risk Management Training:** Any education or training provided by or authorized by the University on hosting events with alcohol in accordance with this policy.

**Organization Premises:** Buildings or facilities located on or off the University campus which are privately owned, leased, or rented and operated by a student organization or that a reasonable, objective observer would associate with the student organization for hosting events or activities on a regular basis.

**University President Designee:** A University employee given specific authorization by the University President to approve events with alcohol and/or authorize sites to be used for events with alcohol.

## **GENERAL ALCOHOL PROVISIONS**

- The serving, possession, and consumption of alcoholic beverages on the Northwestern State University campus or at university functions may be done only in accordance with the provisions of the state and local laws and ordinances and university regulations.
- No one under the age of 21 may use, consume, possess, or purchase alcoholic beverages.

# **POLICIES AND PROCEDURES**

- The University does not allow the possession of any alcoholic beverages on any part of campus except for approved events and in approved areas.
- All events with alcohol on campus must take place in approved areas, utilize a University approved alcohol vendor or server, and be registered through the University's event management system and approved by the University President or his/her designee using the Request to Serve Alcoholic Beverages Form unless otherwise specified in this policy. The Request to Serve Alcoholic Beverages Form must be submitted at least 7 days before the event is to take place.
- B.Y.O.B. (Bring Your Own Beverage) events are prohibited on campus except for approved athletic tailgating, events approved by the University President or his/her designee, and events hosted in organization owned facilities.
- Open Bar access for event guests is permitted for non-university events. Events and activities sponsored by the university but funded with foundation or other such unrestricted funds (i.e. Alumni Association tailgate, donor events, fundraisers, athletic VIP box seating, golf tournaments, etc.) may also utilize an open bar unless otherwise specified in this policy.
- Individual beverages may not be served or consumed in glass containers unless otherwise approved by the University President or his/her designee. Beverages such as wine served in glassware at approved events are permitted.
- Events with alcohol on campus may not last beyond 11 PM unless otherwise specified in this policy.
- University funds may not be used to purchase alcohol. This excludes foundation or other such unrestricted or donated funds.
- Additional guidelines for alcohol at specific events, facilities, sites, etc. may be developed so long as they do not conflict with this policy.

## **SECURITY**

All non-University events where alcohol is to be served, requires one off-duty University Police Officer or University approved security personnel for each 50 guests, at the expense of the event host. Security needs for university events with alcohol shall be determined by University Police.

## **APPROVED SITES**

The possession, consumption, sale, or furnishing of alcoholic beverages is prohibited except in those areas where and when such activities are specifically allowed by the facility manager and University President or his/her designee.

# **POLICIES AND PROCEDURES**

Approved facilities and areas:

- Buildings and Facilities
  - Friedman Student Union
  - Alumni Center
  - Orville J. Hanchey Gallery
  - A.A. Fredericks Auditorium
  - Natchitoches Room, Russell Hall
  - Family and Consumer Science Building
  - Arnold R. Kilpatrick President's Residence
  - Robert W. Wilson Recreation Complex
- Outdoor Facilities & Sites
  - Collins Family Pavilion
  - Iberville Green
  - Alumni Plaza
- Athletic Facilities
  - Turpin Stadium
  - Prather Coliseum
  - Brown-Stroud Field
  - Jack Fisher Tennis Complex
  - Walter P. Ledet Track Complex
  - Lady Demon Diamond
  - Lady Demon Soccer Complex
  - Athletic Field House
  - Donald's Demon Alley Tailgating Field
- Other areas as specifically approved by the University President or his/her designee.

## **PRESIDENT'S RESIDENCE**

Events with alcohol may be hosted at the President's Residence at his/her discretion without the use of a Request to Serve Alcoholic Beverages Form.

## **ORGANIZATION PREMISES**

Events with alcohol that are hosted in organization premises within the provisions of this policy, do not have to submit a Request to Serve Alcoholic Beverages Form. Organizations must notify the University of all events with alcohol as outlined in this policy. B.Y.O.B. events, within the provisions of this policy, are allowed in organization owned facilities.

## **STUDENT ORGANIZATIONS**

In any situation sponsored or endorsed by the organization or at any event that a reasonable, objective observer would associate with the organization, including those that occur on or off-campus or on organizational premises:

# **POLICIES AND PROCEDURES**

- The organization and its members must comply with all federal, state, and local laws as well as all University and inter/national organization policies.
- Organizations may not host an event with alcohol on or off campus or on organizational premises until receiving university approved risk management training for events with alcohol for the academic year.
- Organizations must submit the Event with Alcohol Notification Form to the University at least 14 days prior to an event with alcohol being hosted whether on or off campus or on organizational premises.
- Events with alcohol, whether on or off campus may not last beyond 2 AM.
- No person under the legal drinking age may possess or consume alcoholic beverages.
- No person may provide alcoholic beverages to a person under the legal drinking age.
- Alcoholic beverages must either be provided and sold by a licensed and insured third-party vendor on a per drink basis or be brought by individual members and guests (i.e. BYOB).
- The presence of alcohol products above 15% alcohol by volume (ABV) is prohibited in any organizational facility or at any event, except when served by a licensed and insured third-party vendor.
- No alcoholic beverages may be purchased with organization funds or student dues. Additionally, no members may coordinate the purchase of alcoholic beverages for the organization or its members or guests. Donations of alcohol to organizations or members may not be accepted.
- Bulk quantities of alcohol (i.e. amounts of alcohol greater than what a reasonable person should consume over the duration of an event) and common sources of alcohol are prohibited.
- Attendance by non-members at any event where alcohol is present must be by invitation only, and the organization shall utilize a guest list to restrict access to the event. Guest lists shall not be required for approved tailgating activities.
- Any promotion of any event with alcohol must prominently include how alcohol will be present at the event and how a guest will be placed on the guest list (e.g. invitations, RSVP, wristbands, tickets, etc.)
- No organization may co-sponsor an event with an alcohol distributor, bar or promoter. An organization may rent or use a room at a third-party vendor held within the provisions of this policy for the purposes of fundraising. Fundraising events must be in compliance with fire code capacity. Tickets cannot be sold at the door.
- Co-sponsorship, co-financing, attendance at, or participation in an event where alcohol is purchased or provided by a host organization, group, or organization is prohibited.

# **POLICIES AND PROCEDURES**

- Alcohol may not be present if the event or activity is related to the new member joining process (i.e. recruitment, intake, rush, etc.). No recruitment events may be held at or in conjunction with a bar or alcohol distributor.
- No person shall permit, encourage, or participate in drinking games, including any activity that involves the consumption of alcohol under duress or encouragement related to the consumption of alcohol.
- Alcohol may not be present if the event or activity is related to new member activities or initiation into an organization, including but not limited to "bid night," "Big Brother or Sister/Little Brother or Sister" events or activities, "family" events or activities, and the Ritual of Initiation.

## **ATHLETIC EVENTS**

The Athletic Department shall develop specific policies and procedures addressing the sale, possession, and consumption of alcoholic beverages at athletic facilities and events. General provisions of this policy concerning alcohol at athletic facilities and events are:

- Alcohol may be sold and distributed by the approved vendor/server at athletic facilities and athletic sporting events approved by the University President or his/her designee.
- No alcoholic beverages greater than 15% ABV may be sold, possessed, or consumed in any athletic facility or at any athletic sporting event unless approved by the University President or his/her designee.
- Cups, containers, ice chests, outside alcoholic beverages of any kind, etc. may not be brought into athletic facilities unless specifically approved by the Athletic Department.
- Glass containers of any kind are prohibited at athletic events.
- Tailgating will be limited to home game days unless otherwise approved by the Athletic Department and must take place in designated tailgating areas for each athletic facility.
- Football tailgating activities will be allowed to begin at 5:00 PM the day before a scheduled game and must end by 11 PM of a gameday. Tailgating times for other sports will be set by the Athletic Department.
- No oversized or common source containers including but not limited to kegs or large, unmarked containers, such as a punchbowls, troughs or even lined trash barrels, etc. are permitted at athletic sporting events.
- Drinking games with alcohol, funneling, any activity that encourages binge drinking, or any other activity deemed high risk or inappropriate by the University are prohibited at athletic sporting events.

Please see the Athletic Department *Policies & Procedures for the Sale/Service of Alcoholic Beverages at Athletic Events* for more information.

# **POLICIES AND PROCEDURES**

## **RESIDENCE HALLS OR APARTMENTS**

The use, possession, consumption, sale, manufacture, or furnishing of alcoholic beverages in any part of any residence hall or apartment on the university campus is prohibited.

## **TOBACCO FREE POLICY**

Effective August 1, 2014, Northwestern State University became a Tobacco-Free University.

Northwestern State University recognizes the hazards caused by tobacco use on the health of our community; we shall implement the following policy to provide a tobacco-free environment for all students, faculty, staff, and visitors of this campus.

The use of tobacco products is always prohibited on all NSU property and as follows:

- In all interior spaces on NSU's main campus and all satellite locations
- In all property leased or operated by NSU
- In all housing located on NSU campus
- In all indoor and outdoor athletic facilities
- In any vehicle owned or leased by NSU
- In all personal vehicles while on the campus of NSU while parked or moving

The policy applies to the use of tobacco products including smoking of cigarettes, cigars, pipes or the use of chewing or spit tobacco, electronic smoking devices (i.e., e-cigarettes, vapors), or the use of any other oral smoking device for the purpose of circumventing the prohibition of smoking and or use of other tobacco products.

Tobacco is defined as: cigarettes, cigars, pipe, pipes or rolling tobacco, tobacco substitutes (e.g. clove cigarettes), chewing or spit tobacco, or any type of electronic smoking device.

Smoking is defined as: inhaling, exhaling, burning, carrying, or possessing any lighted or heated tobacco product, including cigarettes, cigars, pipe tobacco, hookah, and other lighted or heated combustible plant material. Smoking also includes the use of electronic smoking devices.

Electronic Smoking Device is defined as any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the produce the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, vape pen, nicotine inhaler, or under any other product name or descriptor.

# **POLICIES AND PROCEDURES**

## **Faculty, Staff and Students**

Shared responsibility of the Northwestern State University faculty, staff, and students to enforce the tobacco-free environment by encouraging colleagues, students, visitors, and others to comply with the policy. Faculty, staff, and students should communicate the policy with visitors with courtesy and respect. Should the faculty, staff, and students encounter difficulty with enforcing this policy, they should contact campus police and/or university administration.

## **University Administration**

University administration are responsible for implementing and enforcing NSU's tobacco-free environment among faculty, staff, and students. This includes ensuring faculty, staff, and students are adequately informed of the policy and of the disciplinary actions that will be taken should they not meet compliance.

## **Campus Police/Security**

Campus Policy/Security are responsible for implementing and enforcing NSU's tobacco-free environment among faculty, staff, and students. This includes ensuring faculty, staff, and students are adequately informed of the policy and of the disciplinary actions that will be taken should they not meet compliance.

**Students who violate the tobacco-free policy may also be referred to the Louisiana Quit-Line (1-800-QuiNow; [www.quitwithusla.org](http://www.quitwithusla.org)), which is a free counseling service for tobacco cessation.**

## **DRUGS**

Students and employees of Northwestern State University are hereby informed that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited on university property. Students and employees of the University found to be illegally manufacturing, distributing, dispensing, possessing or using controlled dangerous substances on university property shall be subject to disciplinary action in accordance with applicable policies of the University of Louisiana System Board of Supervisors and Northwestern State University as well as Federal, State of Louisiana and local laws. In addition to university disciplinary action, students and employees found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances shall also be subject to criminal prosecution.

## **Legal Sanctions**

Students, employees, and guests are reminded that local, state, and federal laws provide for various legal sanctions and penalties for unlawful possession or distribution of alcohol and controlled substances. These sanctions include, but are not limited to, incarceration and monetary fines.

## **University Sanctions**

Students found to be in violation of this policy will be afforded due process as prescribed in the University Code of Student Conduct. Sanctions for policy

# **POLICIES AND PROCEDURES**

violations include a disciplinary warning, up to and including expulsion from the University. Students may also be referred for counseling and/or referral for individual assessment; referral may be included as a condition of any sanction.

Employees found to be in violation of this policy may face disciplinary action, up to and including termination of employment with the University. Employees may also be referred for counseling and/or referral for individual assessment; referral may be included as a condition of any disciplinary action.

Guests found to be in violation of this policy may be subject to penalties up to and including removal and/or banishment from the University.

## **ADA/Disability Services Conflict Resolution Procedure**

Disability Support currently has a grievance procedures available to students with complaints involving violations of the Americans with Disabilities Act (ADA). To use this procedure, students are responsible for contacting Accessibility and Disability Support, Eugene Watson Library, room 108, telephone (318) 357-4460.

### **Service and Emotional Support/Assistance Animal Policy Confidential Student**

#### **Purpose**

Northwestern State University is committed to reasonably accommodate persons with disabilities who require the assistance of service or emotional support/assistance animals. The University is also mindful of the health and safety concerns of the campus community. Thus, Northwestern State University must balance the need of the individual with the disability with the potential impact of animals on other campus patrons. The successful implementation of the policy requires the cooperation of all students, faculty and staff.

#### **Definitions**

##### **Service Animal**

Any dog \*individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability and meets the definition of "service animal" under the Americans with Disabilities Act ("ADA"). The work or tasks performed must be directly related to the individual's disability.

Examples include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are

# **POLICIES AND PROCEDURES**

deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.

## **Emotional Support/Assistance Animal**

An emotional support/assistance animal is one that is necessary to afford the person with a disability an equal opportunity to use and enjoy University housing. An emotional support/assistance animal may provide physical assistance, calming, stability and other kinds of assistance. Assistance Animals do not perform work or tasks that would qualify them as "service animals" under the Americans with Disability Act.

## **Policy**

### **1. Service Animals**

Northwestern State University faculty & staff will not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. Faculty and staff may ask:

- If the animal is required because of a disability and;
- What work or task the animal has been trained to perform.

NSU cannot require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, NSU may not make any inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g. the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair or providing assistance with stability or balance to an individual with an observable mobility disability).

Students utilizing service dogs on campus must register with the Office of Disability Support. Students with service dogs who plan to live in the Campus Living Villages housing will be asked to register with the Office of Accessibility and Disability Support. Specific questions related to the use of service animals on the NSU campus by visitors can be directed to the Office of Accessibility and Disability Support at (318) 357-4460.

Only Service Animals will be allowed in any NSU building or structure and public events.

# **POLICIES AND PROCEDURES**

## **2. Service Animals in Training**

Individuals who desire an accommodation for a service animal in training must demonstrate that there is a proper training plan designed to work for the benefit of an individual with a disability. They must also abide by all relevant provisions of this policy. An animal being trained to be a service animal has all the same rights as a fully trained animal when accompanied by a trainer and identified as such.

## **3. Emotional Support/Assistance Animals\***

Emotional support/assistance animals that are not considered service animals under the ADA may still be permitted, in certain circumstances, in the Campus Living Villages housing pursuant to the Fair Housing Act. An individual may keep an emotional support/assistance animal as an accommodation in housing if:

- The individual has a documented disability from appropriate provider.
- The animal is deemed necessary to afford the individual an equal opportunity to use and enjoy a dwelling; and
- There is an identifiable relationship between the disability and the assistance the animal provides.

\*\*Emotional support/assistance animals are NOT allowed in any university building/facility other than the student's residence.

## **4. On-campus housing requirements**

A student requesting an emotional support/assistance animal that is living or planning to live in on-campus housing (Campus Living Villages) must register with the Office of Accessibility and Disability Support and complete the necessary paperwork.

The OADS may decline to approve a request for an emotional support/assistance animal, if an accommodation is unreasonable. An accommodation is unreasonable if it presents an undue financial or administrative burden on the University or poses a substantial and direct threat to personal or public safety or to the property of others, or constitutes a fundamental alteration of the nature of the service or program.

All roommates and/or suitemates of the owner must sign an agreement acknowledging that the emotional support/assistance animal may be moved to another location, as determined by the Campus Living Villages staff and asked to find a roommate/suitemate willing to sign the agreement.

If an emotional support/assistance animal owner is found to be in violation of the emotional support/assistance animal policy, then the animal and/or the owner may be removed from the Campus Living Villages.

# **POLICIES AND PROCEDURES**

## **Service & Emotional Support/Assistance Animal Owner Responsibilities**

The Owner of the Service or Emotional Support Animal is expected to accept the following responsibilities\*:

- Students receiving this accommodation are limited to one (1) animal.
- Students receiving this accommodation must be the owner of the approved animal.
- All approved animals living on campus will be required to have a campus ID tag.
- Owner must show animal campus ID upon request of any university employee.
- Owner must comply with applicable local, state, and federal laws concerning the ownership of an animal. City of Natchitoches animal ordinances may be found at: [https://www.municode.com/library/la/natchitoches/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH6ANFO](https://www.municode.com/library/la/natchitoches/codes/code_of_ordinances?nodeId=PTIICOOR_CH6ANFO)
- The Owner, not the university or another resident/student, is responsible for the care and conduct of the animal.
- Animals must be kept clean, healthy and under the control of the owner at all times. This means that all animals are to be on a leash, harness or within a carrier device at all times when outside of the designated living quarters (the residents assigned room).
- All required immunizations must be up to date and a copy of the immunizations must be on file in the Office of Accessibility and Disability Support.
- Animals must wear a collar with appropriate tags (i.e. vaccinations, contact information, NSU tag) at all times.
- Animals must not pose a direct threat to the safety of others.
- The owner is responsible for the prompt clean up and disposal of the animal's waste.
- No waste is to be disposed of in any trash receptacle inside any building, or through any sewer system inside each building (sinks and toilets). Outside dumpsters should be used.
- Animals must sleep in the owner's room or apartment. NSU/Campus Living Villages can inspect the residence on a regular basis to determine if there is infestation or other damages to the property.
- Animals must not be disruptive to other students including:
  - Excessive noise
  - Other behaviors that may be disruptive including digging, barking howling, whining, etc.

# **POLICIES AND PROCEDURES**

- NSU is not responsible for an animal during a fire alarm, fire drill or natural disaster/emergency.
  - An animal cannot be left alone for more than 12 hours. The owner is responsible for finding appropriate accommodations for the animal when they will be leaving for a period of more than 12 hours.
  - The owner is responsible for any bodily injury or damage caused by the animal to any individual and is also responsible for the subsequent charges.
  - The owner must notify the OADS and Campus Living Villages when the animal is no longer needed in the residence.
  - If the owner is seeking to replace an animal with another, the student must file a new request and documentation.
  - Approvals are only good for the academic semester in which the approval is made. A new request/notification must be each semester.
  - It is the owner's responsibility to keep a dog or cat on flea and tick control. The owner will be responsible for the cost of eliminating any pest infestation as a result of the animal. The student is responsible for the cost of extermination.
- \*Failure to comply with any of the above policies may result in consequences by the Dean of Students/Student Conduct and/or the removal of the animal and the owner of the animal. In addition, the owner could possibly incur fines of \$50.

## **Other Non-Service and Non-Emotional Support Animals**

Guests and University community members are allowed to walk their dogs on campus. However, the animal must be under the care and control of the owner at all times. Animal must be leashed. Owners are expected to dispose of animal waste. No waste is to be disposed of in any trash receptacle inside any building, or through any sewer system (sinks and toilets) inside campus buildings; outside dumpsters should be used. No animal, with the exception of service animals approved by the Office of Accessibility and Disability Support, will be allowed at public venues, events (except pet invited events) or inside buildings. The animal must be leash trained and may not cause a disturbance to others. The owner of the animal, not Northwestern State University, is held responsible for damages to persons or property damages caused by animals. Northwestern State University reserves the right to deny access to campus to animals and owners who violate this policy.

## **Conflicting Disabilities**

Students with medical condition(s) that are affected by animals (respiratory diseases, asthma and severe allergies) should contact the Office of Accessibility and Disability Support if they have a health or safety related concern about

# **POLICIES AND PROCEDURES**

exposure to a service or emotional support/assistance animal. The individual will be asked to provide medical documentation that identifies the conditions and will allow determination to be made as to whether the condition is disabling and whether there is a need for accommodation.

The Office of Accessibility and Disability Support, Dean of Students, Campus Living Villages and NSU Police will work to resolve any conflict in a timely manner, considering the conflicting needs and/or accommodations of all persons involved.

## **Confidential Student Records**

Northwestern State follows all FERPA, HIPAA, and other governing agencies' guidelines concerning student records: academic, advising, financial aid, student accounting and card services (One Card), student services, student support services, student conduct, student health services, counseling, career services, disability services, testing and athletic. To view the comprehensive policy relating to protection, storage and release, please go to <http://studentaffairs.nsula.edu/>.

## **POLICY ON PUBLIC SPEECH, ASSEMBLY, AND DEMONSTRATIONS**

Northwestern State University views free speech as fundamental to democracy and the mission of higher education. NSU is committed to the lawful expression of ideas on our campus by students, administrators, faculty, staff and invited guests in accordance with state law, and the policies of the University of Louisiana System which include reasonable time, place and manner restrictions.

- Northwestern State University shall strive to ensure the fullest degree of intellectual freedom and free expression.
- It is not the responsibility of NSU to shield individuals from speech protected by the First Amendment of the US Constitution and Article I, Section 7 of the Constitution of Louisiana, and other applicable laws, including without limitation ideas and opinions they find unwelcome, disagreeable, or even deeply offensive.
- Students and faculty have the freedom to discuss any topic that presents itself, as provided under the First Amendment of the Constitution of the United States of America and Article I, Section 7 of the Constitution of Louisiana and other applicable laws permit and within the time, place, and manner of expression that are consistent with this policy and that are necessary to achieve a significant institutional interest.
- Students and faculty may assemble and engage in spontaneous expressive activity as long as such activity is not unlawful and does not materially and substantially disrupt the functioning of the institution, subject to the requirements of this policy.

# **POLICIES AND PROCEDURES**

- Any person lawfully present on campus who wishes to engage in noncommercial expressive activity at NSU shall be permitted to do so freely, as long as the person's conduct is not unlawful and does not materially and substantially disrupt the functioning of the institution.
- Protests or demonstrations that infringe upon the constitutional rights of others to engage in or listen to expressive activity by creating a substantial or material disruption to the functioning of the institution or to someone's expressive activity shall not be permitted.
- The public areas of Northwestern State University are traditional public forums and are open on the same terms to any speaker.
- Northwestern State University will not deny a belief-based student organization, any benefit or privilege available to any other student organization, or otherwise discriminate against a belief-based organization, including any requirement that the leaders of the organization:
  - Affirm and adhere to the organization's sincerely held beliefs.
  - Comply with the organization's standards of conduct.
  - Further the organization's mission or purpose, as defined by the organization.

## **Time, Place, and Manner Restrictions**

- Demonstrations or protests may not block ingress or egress to roadways, buildings, exterior patios, plazas, walkways, or gathering spaces.
- Demonstrations and protests should take place at least 150 feet from academic buildings during academic hours to avoid disrupting the academic functions of the university.
- Sound systems and amplification devices may only be used in areas and during hours that will not disrupt the academic and administrative functions of the university.
- Restricted areas of the campus, or those areas not deemed a traditional public forum, may not be used for demonstrations or protests.
- The interior of buildings may not be used for spontaneous expressive activity. Interior rooms and spaces must be reserved using that facility's reservation methods and be used for that facility's purpose.
- Harassment, threats, and expressions directed to provoke and likely to produce imminent lawless actions are prohibited.

## **Registration & Preferred Locations**

The safety of members of the NSU community and visitors to the campus is paramount. To maintain safety and security, to minimize risks of harm and to minimize conflict with academic processes, the university has designated three

# **POLICIES AND PROCEDURES**

preferred locations for demonstrations and protests. Preferred locations are:

- Student Union Plaza
- Flag Pole on the Kyser Hall Brickway
- Green Space between CAPA and Varnado Hall

To better provide safety and security to students, administrators, faculty, staff, and visitors, Northwestern State University requests that demonstrations and protests be registered with the Vice President for the Student Experience at least 24-48 hours in advance.

## **On Campus Residency**

### **Regulations for Off-Campus Residency**

According to the Rules of the Board of Supervisors for State Colleges and Universities, an unmarried full-time undergraduate student is required to live on campus if space is available, unless exempt by the University for good and reasonable cause. The University Administration has a responsibility to adhere to the policies of its governing body, therefore, the University requires an unmarried, full-time undergraduate student desiring to reside off campus to receive prior approval and to:

1. Live with a verifiable family member. A verifiable family member is a parent, grandparent, married brother or sister, or legal guardian.
2. Be classified as a military veteran (documented by Form DD214).
3. Reside in a property owned by the student or student's family (parent, grandparent, married brother or sister, or legal guardian). Proof of ownership must be substantiated by notarized statement from owner of property.
4. Have a significant medical problem documented by physician's statement. (This statement must be on the University's medical form).
5. Have a significant financial hardship documented by statement from parents indicating their contribution to cost of student's university expenses, itemized statement from student indicating funds available for expenses and anticipated expenses, copy of student's university expenses, a copy of parent's W-2 and 1040 filed from preceding year and student's W-2 form for preceding year.
6. Be 21 years of age or older by 14th class day.
7. Have resided on campus for six semesters. Summer will count as a semester if the student has taken at least 6 hours and resided on campus for that summer.
8. Be married, divorced (documented by marriage license or divorce decree) or in guardianship of a dependent child (documented by legal documentation).
9. Be classified as a senior with 90 or more semester hours.

# **POLICIES AND PROCEDURES**

10. Suffer other significant hardships if required to reside on campus (documented by a statement from parent or guardian, counselor, or dean or advisor).
11. Commuter living in a commutable area. Commutable area is defined on the Commuter Form available online at [onecard.nsula.edu](http://onecard.nsula.edu) or in the One Card Office. This form should be filled out in place of the regular Application for Off Campus Residency if a student is commuting.

\*Exemptions, if approved, are good for one year only and must be resubmitted for approval 14 days prior to the start of class each fall semester.

A student who meets one of the above criteria and wishes to reside off campus should apply through the One Card office submitting an Application for Off-Campus Residency and furnishing appropriate documentation and/ or other written information supportive of the request at least 14 days prior to the start of classes for the semester the student wishes to commence residing off campus. All applications, other than automatic exemptions, will be referred by the Assistant Director of Auxiliary Services to the Auxiliary Services Exemption Committee.

A student should inquire in advance about requesting permission from the University to reside off campus to avoid inconvenience for the student and the University. Prior to entering into any type of lease or rental agreement, a student should secure authorization to reside off campus.

## **Regulations for the Appeal Process for Exemptions**

If a student's Application for Off-Campus Residency or Application for Exemption from Campus Dining Services is reviewed by the Auxiliary Services Exemption Committee and the Committee determines that the student failed to meet eligibility based on the selected criteria, the student has the right to appeal in the following manner:

1. Student must submit additional information, documentation, or proof of an extenuating circumstance that was NOT originally submitted to the Committee within ten (10) calendar days of the notification letter of denial from the Committee.
2. Upon review of the additional information, documentation, or proof of an extenuating circumstance by the Assistant Director of Auxiliary Services forwards new documentation to the committee for review.
3. If the Committee reconsiders the appeal and the outcome is a denial, the student has the right to submit additional information, documentation, or proof of an extenuating circumstance that was NOT submitted with the original application or the appeal to the Assistant Director of Auxiliary Services. The Assistant Director of Auxiliary Services will then refer the appeal to the Dean of Students. The Dean of Students will then evaluate the additional information, documentation, or proof of extenuating circumstance that was not submitted with the original application or the appeal and forward to the Committee for review. The decision of the committee will be final.

# **POLICIES AND PROCEDURES**

## **Greek Housing**

Greek houses with approved live-in facilities are considered on-campus housing and will operate in accord with all policies, procedures, and rules established by the Board of Supervisors and the University. In order to reside in Greek housing, students must make application according to established policies and procedures. Those students residing in Greek housing are required to participate in campus dining services and Health Services. Exemption information can be obtained from the One Card Office, Student Services Building. Greek housing policies are available from the Director of Fraternity and Sorority Life.

### **POLICY ON RESEARCH OF HUMAN SUBJECTS**

Research is promoted by the University as is the involvement of the University community including students in research programs and activities. During a student's experiences at NSU, they will have various opportunities to participate in assessment, measurement, and testing programs like focus groups, surveys, tests, and interviews. Some of these will be optional and voluntary while others will be mandatory. The University encourages cooperation and participation in such programs and activities. Many times, such programs allow for opinions to be expressed, services to be improved, funds reallocated, and other institutional change.

When human beings are used as subjects in research projects, safeguards must be established to protect their health, well-being, and rights. Under the policies established by the United States Department of Health and Human Services (HHS), this protection is extended to all human subjects regardless of the nature of the research being performed. In response to this policy Northwestern State University established the Committee on the Protection of Human Subjects in Research to review all research proposals involving human subjects. University policy requires that all research proposals for which data is to be collected from human subjects shall be submitted to this committee to determine whether an exemption applies or whether a review is required.

It is the responsibility of the faculty member to assure compliance with this policy in research conducted by either a student advisee or the faculty member.

In 1981 the HHS revised guidelines and exempted certain forms of research involving subjects from review. These forms of research are as follows:

- Common Education Practices**

Research involving regular or special instructional strategies, or research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom methods.

# **POLICIES AND PROCEDURES**

- Educational Testing**

Research involving the use of educational tests (cognitive, diagnostic, aptitude, and/or achievement) if information taken from these sources is recorded in such a manner that subjects cannot be identified directly or through identifiers linked to the subjects.

## **Survey and Observation**

Any research involving survey and observation is exempt except where any one of the following exists: (a) subjects can be identified either directly or indirectly; (b) subject responses if they become known outside the research could place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability; or (c) the research deals with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.

\*All research involving survey or interview procedures is exempt, without exception, when the respondents are elected or appointed public officials or candidates for public office.

## **REGULATIONS GOVERNING STUDENT ORGANIZATIONS**

Student organizations are an integral part of the University community and participation within an organization is completely voluntary. Organizations are obligated to contribute to the scholastic attainment and general development of the individual. Skills and experiences obtained through membership in an organization serve as a valuable supplement to the formal curricula.

### **General Policy**

When groups of students wish to have a continuous association, intended to last beyond the term of those immediately involved, causing them to congregate for activities on the campus, requiring from time to time the use of University facilities, and advertising them to the general public as a group centered on the campus, it is proper that they be required to certify with the University. All certified organizations should be accorded the same privileges and bound by the same obligations. No student organization may carry on any activity on University controlled property unless it has been certified under the procedures outlined herein. The Northwestern State University Student Code of Conduct shall supersede all other policy.

### **Recognized Student Organization**

For information pertaining to regulations, privileges, and certification of a Recognized Student Organization, please refer to the Recognized Student Organization Manual which can be accessed at the following website: [nsula.presence.io](http://nsula.presence.io).

# **POLICIES AND PROCEDURES**

## **Administration of the Code**

Except as outlined below, the regulations governing student organizations shall follow the procedures outlined in the Student Code of Conduct.

## **Sanctions for Organizational Misconduct and Withdrawal of Recognition**

A student club or organization which fails to comply with the Northwestern State University Student Code of Conduct, the policies and procedures established by the University, the national affiliate policies, or fails to function within its prescribed purpose, shall be subject to sanction(s) by: A) the Director of Fraternity and Sorority Life or the Dean of Students designee (for Fraternity and Sorority Life related incidents) or, B) the Director of Student Activities and Organizations or the Dean of Students Designee (for other non-Fraternity/Sorority RSOs) and C) the committee on organizations. Sanctions may be imposed following procedures outlined in the Student Code of Conduct. A sanction may be imposed alone or in conjunction with one or more additional sanctions. The sanctions for Organizational Misconduct and Withdrawal of Registration can be found in Article VIII, Section 3.0 of the University Student Code of Conduct. Members of student organizations who violate the Student Code of Conduct may also be referred to the Office of Accountability and Student Conduct.

## **Appeals Procedures**

An organization may appeal a decision by the Director of Fraternity and Sorority Life or the Director of Student Activities and Organizations or the designee which results in the organization receiving a sanction of disciplinary probation, suspension, or deactivation to the University to the Committee on Organizations. The organization shall submit a written appeal to the Dean of Students Office within five class days of notice of such sanction. An organization may appeal a decision of the Committee on Organizations to the Dean of Students. The organization shall submit a written appeal to the Dean of Students Office within five class days of notice of the sanction being upheld. An organization may appeal a decision of the Dean of Students to the Vice President for The Student Experience, or designee. The organization shall submit a written appeal to the Vice President of The Student Experience, or designee, within five days of notice of the sanction being upheld. This last appeal decision shall be final.

# **POLICIES AND PROCEDURES**

## **CAMPUS SAFETY AND EMERGENCY PROCEDURES**

### **Student Safety Committee**

Northwestern State University has a Student Safety Committee to promote safety on the Natchitoches Campus. This student run committee develops safety programs and reviews policies and procedures to strengthen security for students, faculty, and staff. Students interested in Student Safety should contact the Dean of Students Office.

### **Carry and Show Your One Card**

Many safety issues impacting Northwestern State University students result from the actions of non-students who violate our Student Code of Conduct. For self-protection and the safety of the Northwestern State University community, students are expected to carry their Student Identification Cards with them at all times and be prepared to show IDs to police and other University personnel upon request. Help keep Northwestern State University safe; carry your Speed Demon Card and cooperate with University Police when asked to show your ID.

### **Bicycle, Skateboard, Motor Conveyance Policy**

Northwestern State University is committed to providing a safe and enjoyable campus for its students, faculty, staff and guest. Multiple forms of transportation are commonly used on the University property. This policy is created to ensure that all modes of transportation used are done so in a safe manner, not only for the user of the equipment but also for pedestrians and motor vehicle drivers and occupants.

#### ***Applicability:***

This policy applies to all Northwestern State University students, faculty, staff, visitors, and guest to the main Natchitoches campus.

#### ***Definitions:***

**Operator** – A person who is in primary control of a device or motorized conveyance listed in this policy.

**Students** – For purposes of this section the term student shall include a student currently enrolled at Northwestern State University, a student of Louisiana School for Math, Science, and the Arts; a student currently enrolled in Bossier Parish Community College that attends course on the Northwestern State University campus.

**Pedestrians** – Pedestrians are defined as any person who is walking or traveling in a conveyance utilized by a person fitting American with Disabilities Act qualifiers.

# **POLICIES AND PROCEDURES**

**University Property** – All property owned, leased, cared for, and/or controlled by Northwestern State University.

**Bicycle** – A bicycle is a device upon which any person may ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels.

**Skateboard** – A skateboard is a device propelled by human power with wheels and a floorboard designed to be stood upon when riding.

**Roller Skates** – A roller skate is a shoe or boot with wheels or casters attached to its sole for skating on hard surfaces. This definition includes in-line skates, which are roller skates whose wheels are arranged in a straight line, and Heelys, which are shoes with a wheel that protrudes and retracts from the heel, sole or boot.

**Acrobatics** – Acrobatics is defined as any action on roller – equipped devices that is not necessary for the safe forward movement of the rider and which might be described as a “trick” or “routine”, including, but not limited to, such maneuvers as having all wheels off the ground at the same time, jumping up or down steps, grinding, and so on.

**Motorized** – Motorized as defined for this policy, is any transportation device other than a bicycle that is powered by a engine of type that is not a motor vehicle (ex. golf carts, gators, etc.)

The University encourages the use of transportation to and from places on campus. Use of such forms of transportation is limited or restricted only when necessary to provide for the safety of all members of the University community or to protect University property. This policy addresses the use of the following forms of transportation.

## **I. Bicycles**

- a. If a bicycle is being operated on a public roadway, the operator must follow all Louisiana Traffic Laws. It must travel with the flow of traffic on the roadway and follow all traffic control devices
- b. A person propelling a bicycle shall not ride other than upon or astride a permanent or regular seat attached thereto
- c. No bicycle shall be used to carry more persons at one time than the number for which it is designed and equipped.
- d. A person operating a bicycle shall at all times keep at least one hand upon the handle bars.
- e. When operating a bicycle on the sidewalk or other pedestrian areas, operators are to give right of way to all pedestrians and exercise due care when operating the bicycle at all times.

# **POLICIES AND PROCEDURES**

- f. Bicycles should be operated at a safe speed and all wheels maintain contact with sidewalk or roadway at all times.
  - g. At no time should the operator for any reason traverse stairs, rails, or perform acrobatics with the conveyance.
  - h. Helmets and other certified safety equipment are strongly encouraged to protect the operator from injury should an incident occur.
  - i. If damage should occur to University property from use of the conveyance in a way that conflicts with this policy the operator of the device shall be held liable and responsible for repair or replacement.
- II. Skateboards, Scooters, and similar devices**
- a. Unless otherwise indicated by signage or regulation operators of skateboards may be ridden on sidewalks and pedestrian areas.
  - b. Operators must exercise due care when traveling on the conveyance.
  - c. When operating on a sidewalk or other pedestrian areas, operators are to give right of way to all pedestrians.
  - d. No skateboard shall be ridden inside buildings, on accessibility ramps, alley, roadways, or parking lots.
  - e. Skateboards, scooters, skates and similar devices shall be operated at a safe speed and all wheels maintain contact with sidewalk in a forward motion at all times.
  - f. Skateboards and other similar devices may be carried, but not ridden inside University buildings and classrooms as longs as they do not create an obstruction, trip hazards, or damage to University property.
  - g. At no time should the operator for any reason traverse stairs, rails, or perform acrobatics with the conveyance.
  - h. If damage should occur to University property from use of the conveyance in a way that conflicts with this policy the operator of the device shall be held liable and responsible for repair or replacement.
  - i. Helmets and other certified safety equipment are strongly encouraged to protect the operator from injury should an incident occur.
  - j. Use of skateboard as a sled or luge is strictly prohibited.
- III. Motorized**
- a. The use of motorized conveyances should mainly occur on roadways however when not practical the use of sidewalks and grass areas is authorized.
  - b. When traveling on the roadway, operators are to follow all Louisiana Traffic Laws and obey all traffic control devices.

# **POLICIES AND PROCEDURES**

- c. When not traveling on roadways operators shall give right of way to pedestrians and other operators on human powered conveyances.
- d. Operators must exercise due care when traveling on the conveyance.
- e. Motorized conveyances should be operated at a safe speed as allowed by the current traffic conditions.
- f. Number of passengers is not to exceed that of designed seating for the conveyance.
- g. Only motorized conveyances approved by the University Chief of Police or his/her representative is authorized on University Property.
- h. University motorized conveyances are to be operated by authorized personnel while completing a function in regards to their University duties and should not be used off campus without written permission.
- i. Motorized conveyances should never be operated in any building at any time, without special permission from the Chief of Police, Vice President for University Affairs, or the President of the University.
- j. If damage should occur to University property from use of the conveyance in a way that conflicts with this policy the operator of the device shall be held liable and responsible for repair or replacement.
- k. Operators of University owned conveyances shall have permission from their supervisor or department head. Until such permission is granted that person shall not operate a University owned conveyance.

## **Threat Assessment and Reporting**

To minimize harm to students, faculty and staff, at Northwestern, the University has a Threat Assessment and Behavioral Team with Guidelines for Reporting.

The Team is comprised of University employees who, through their positions, maintain close contact with students, faculty and staff and, have training in assessment of potentially dangerous situations.

All members of the Northwestern State community are encouraged to participate in Threat Assessment by reporting events and individuals they believe might pose risk for violence or harm to the Dean of Students Office or University Police.

Forms and guidelines for reporting may be found at the Student Affairs website [studentaffairs.nsula.edu](http://studentaffairs.nsula.edu).

# **POLICIES AND PROCEDURES**



## **Purple Alert**

Purple Alert is a rapid notification system for disseminating alerts to NSU students, faculty and staff. In an emergency situation which poses an immediate risk to the health and safety of the campus community, Purple Alert will be activated. When activated, PURPLE ALERT sends a brief notice about the situation and instructions of what to do. The message is sent via various mechanisms, including cell phone text message, cell phone voice call, landline phone call, and email messages. Additional information will be made available to you via the University's website, email, phone, campus radio and television resources, and other means. All member of the Northwestern Community are encouraged to participate.

All student and employee NSU email addresses are registered within the system. Each student or employee receives a registration email which allows them to set up an account, and register their personal email address, as well as cell and home phone numbers. The Purple Alert logo is located on the NSU homepage and other NSU websites.

## **University Police**

University Police officers are commissioned by the Department of Public Safety. Such commission provides the officer the right to carry a concealed weapon and to exercise the power to arrest when discharging their duties while in or out of uniform. In the discharge of their duties on campus and while in hot pursuit, on or off the campus, each University Police officer may exercise the power of arrest. University Police officers have the authority to discharge their duties off campus if engaging in intelligence gathering activity, investigating a crime reported on campus, or if specifically requested by the chief law enforcement officer of the parish or city. University Police officers are responsible for a full range of law enforcement services including but not limited to responding to incidents, offense report writing, medical emergencies, fire emergencies, bomb threats, other on-campus emergencies, traffic accidents, enforcement of laws regulating underage drinking, the use of controlled substances, weapons, and all other incidents requiring police assistance. As necessary, crime information involving serious incidents and

# **POLICIES AND PROCEDURES**

arrests is shared with the Natchitoches City Police Department and Natchitoches Parish Sheriff's Office. The vehicle identification numbers and serial numbers of all vehicles, office equipment, and personal property stolen from the campus are reported through the National Crime Information Center (NCIC).

\*Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty/ staff member or visitor. The University Police Department emergency telephone number is **(318) 357-5431**. This number provides direct contact with the radio dispatcher 24 hours a day.

## **Investigation and Crime Prevention**

One full-time investigator staffs the Investigation/Crime Prevention section. Programs available through this section are crime prevention, self-defense seminar, property I.D. and sexual assault presentations. University Police investigators participate in the training of residence hall personnel.

**Safe Walk and Ride** is available from dusk to dawn for the safety of anyone walking alone on campus at night. This service is available for anyone at any time during weekends, holidays, and when the university is closed for semester breaks. This information is presented at all seminars, workshops, and orientations.

The University Police Department reports all safety and security hazards such as streetlights out, broken windows, etc., to the proper department and checks to make sure it is corrected.

## **Missing Student Policy**

Residential students are required by federal mandate to follow the Northwestern State University Missing Student Policy <https://www.nsula.edu/studentexperience/missing-student-policy/> by completing the Missing Student Contact Information Form or by completing paperwork to be exempt from the policy. Residential students under the age of 18, unless emancipated, may not exempt from the policy requirements. Residents must complete the paperwork at the beginning of each new lease period by signing forms in the leasing offices of the facility where they reside. All related forms are confidential and will be maintained in the leasing offices.

## **Crime Statistics**

The University Police Department submits a monthly Uniform Crime Report to the Board of Supervisors for the University of Louisiana System. The statistics reflect the number of crimes for the three most recent calendar years. These statistics can be found on the Northwestern State Police website under the Annual Security Report, [nsula.edu/universityaffairs/police/](https://www.nsula.edu/universityaffairs/police/).

# **POLICIES AND PROCEDURES**

## **UNIVERSITY HAZING POLICY**

### **I. Northwestern State University Statement on Hazing**

Northwestern State University ("University") is committed to maintaining a supportive, educational environment that fosters respect for the dignity and rights of all its community members. This commitment reflects the University's adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. As such, acts of hazing are considered irresponsible, intolerable, and inconsistent with the University's mission. Student organizations and/or individual members found to have engaged in hazing shall be in violation of the University's Policy ("Policy") and may be in violation of state law (R.S. 14:40.8).

### **II. Policy and Procedures Memorandum**

In compliance with Acts 635, 637, and 640 of the 2018 Regular Session of the Louisiana Legislature, and Act 382 of the 2019 Regular Session of the Louisiana Legislature, the 2019 Board of Regents Uniform Policy on Hazing, and the University of Louisiana System Policy on Hazing, the University reaffirms its Policy that any form of hazing of any student enrolled at the University is prohibited. Violation of this Policy can result in both disciplinary actions imposed by the organization and/or institution as well as criminal charges.

### **III. Louisiana Hazing Laws & Penalties Overview**

- The Max Gruver Act creates the crime of criminal hazing with offenders facing a fine up to \$1,000, imprisonment for up to six months, or both; if the hazing results in serious bodily injury, death, or if the hazing involves forced alcohol consumption that results in a blood alcohol level of at least .30, offenders will face a fine up to \$10,000 and imprisoned with or without hard labor for up to five years. Offenders shall be expelled, suspended, or dismissed from the University and not permitted to return for at least one semester.
- If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the University and law enforcement.
- If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the University.
- If any person serving as a representative or officer of an organization (including but not limited to, any representative, director, trustee, or officer of any national or parent organization) knew and failed to report to law enforcement that one or more of the organization's members were hazing another person, the organization may be subject to a fine up to

# **POLICIES AND PROCEDURES**

\$10,000, forfeiture of any public funds received, and forfeiture of all rights and privileges of being an organization (university recognition). If hazing results in the serious bodily injury or death of the victim or results in a blood alcohol level of at least .30 the period of forfeiture of rights and privileges will not be less than four years.

- Any person at the scene of an emergency who knows that another person has suffered serious bodily harm caused by reckless behavior such as hazing must, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person including seeking help or reporting the need for help to the appropriate authority. Persons who fail to immediately report the need can be criminally charged with a fine up to \$1,000, imprisoned with or without hard labor for up to one year, or both. If the injury results in death, the offender will be fined up to \$2,000, imprisoned with or without hard labor for up to five years, or both.
- Identifying information of students who report violations of the Student Code of Conduct, including hazing, will be protected.
- The University must provide annual hazing education and prevention training to all students.
- Consent by the individual subjected to hazing is not a defense against the crime of hazing.

## **IV. Definitions**

- a. Louisiana Law defines **Hazing** as: any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:
  - i. The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
  - ii. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in or maintaining membership in any organization.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

- i. Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- ii. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects

# **POLICIES AND PROCEDURES**

the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

- iii. Activity involving consumption of food, liquid, or any other substance, including but not limited to, an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- iv. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
- v. Physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution is not considered "hazing."

The University further defines **Hazing** as: any action taken or situation created intentionally or unintentionally – with or without consent – that endangers a student or creates risk of injury, produces mental or physical harm, embarrassment, degradation, harassment or ridicule – whether on or off campus – for the purpose of affiliation with, initiation into, or as a condition of continued membership in any student organization, club, group or team.

Other Hazing activities may include, but are not limited to the following:

- All forms of physical activity not part of an organized and voluntary athletic contest or not specifically directed toward constructive work.
- Activities that significantly interfere with class, other University obligations (e.g. athletics, etc.) work, studying, and sleep.
- Explicitly or implicitly causing, inducing, pressuring, coercing, or requiring an individual to violate any federal, state, or local law, and/or University policy.
- Any action or situation which may lead to compromising an individual's self-respect, moral or religious values, or suffering mental or emotional harm.
- Transporting individuals against their will, kidnapping, imprisoning, or abandoning an individual which endangers the health or safety of that individual.
- Restraining or tying up individuals.
- Blindfolding (outside of the context of an approved ritual).
- Activities involving placement of substances on or in the body of an individual (e.g., eggs, paint, honey, etc.).

# **POLICIES AND PROCEDURES**

- Lineups or interrogations.
  - Pressuring individuals to get a brand, tattoo, shave their head, or modify their body in any way.
  - Assigning meaningless tasks to individuals.
  - Any form of personal servitude (e.g., driving, cleaning rooms, serving meals, washing cars, purchasing items on another's behalf, etc.).
  - Assigning "pranks" such as stealing, defacing property, and harassing other organizations and/or individuals.
  - Scavenger hunts for meaningless items or which promote trespassing, breaking the law, endanger members, or occur at unreasonable times.
  - Forced memorization of non-essential information.
  - Compelling any individual to wear or carry unusual or burdensome items.
  - Activities intended to interfere with an individual's employment or family obligations.
  - Excluding individuals from social contact.
  - Select individuals being solely responsible for an organization's obligations.
  - Requirements that financially take advantage of individuals.
  - Explicitly or implicitly requiring an individual to wear any degrading, inappropriate, or uncomfortable garments.
  - Conspicuous dress that is not expected of all organization members for events, activities, dress up days, etc.
  - Preventing individuals from wearing any required garments or accessories.
- b. **Organization** is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.
- c. **Pledging** is any action or activity related to becoming a member of an organization, including recruitment and, rushing.
- d. **Appropriate authority**
1. Any state or local law enforcement agency.

# **POLICIES AND PROCEDURES**

2. 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
  3. Emergency medical personnel.
- e. **Reckless behavior** is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to, excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.
- f. **Serious bodily injury** is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

## **V. Prevention and Education Programs**

- Each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process in the form of a handbook. In addition, each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process either in person or electronically. If the student receiving the information required is a minor, that information shall also be provided to his parent or legal guardian.
- Each organization (as defined above in this Policy and in R.S. 17:1801.1) shall, as a condition of operating at the University, adopt the hazing prevention policy that the University has adopted which shall include possible University sanctions against the organization in the event of a reported or confirmed hazing incident, and a policy that prohibits hazing. Each organization shall provide annually at least one hour of hazing prevention education that includes education relative to such policies to all members, prospective members, and anyone who is employed by or volunteers with the organization. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the University relative to the students, employees, and volunteers receiving such education evidenced by an attestation of such individuals receiving the education.
- The hazing prevention education required under the provisions above shall include the information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty to investigate and report, and on the possible loss of funding and other penalties applicable to organizations under the Hazing Laws.

# **POLICIES AND PROCEDURES**

## **VI. Reporting Requirement**

It shall be the duty of all current and potential student organization members and pledges to report immediately, in writing, any violation of this Policy to the appropriate institution administrator. Personally identifiable information of any person who reports or witnesses violations of the Student Code of Conduct or other policies intended for the safety of students or employees of the University is protected from Louisiana public record laws, unless access to this information is specially required by other provisions of Louisiana or federal law or court order. Any violation of this Policy shall be investigated, and appropriate disciplinary action taken. To report a suspected or recent incident of hazing contact:

- **The Vice President for the Student Experience and Dean of Students**  
318-357-5285 • Student Services Center- 249
- **Director of Student Affairs**  
318-357-5523 • Student Services Center- 135
- **The Office of Accountability and Student Conduct**  
318-357-5286 • Friedman Student Union- 309
- **Health Services**  
318-357-5351 • Infirmary Building- 108
- **Counseling Services**  
318-357-5621 • Friedman Student Union- 305
- **The Office of Student Activities and Organizations**  
318 357-5438 • Friedman Student Union- 222
- **The Office of Greek Life**  
318-357-5439 • Friedman Student Union- 156
- **University Police**  
318-357-5431 • Infirmary Building- 115
- **University Band Director**  
318-357-4450 • Creative and Performing Arts Center- 112AN
- **University Athletic Director**  
318-357-5251 • Athletic Fieldhouse- 101C

You may also contact any University administrator, faculty member, coach, or staff member to report an incident of hazing.

**Other reporting options are:**

- **National Anti-Hazing Hotline** - anonymous telephone line to report a suspected or recent hazing incident: 1-888-NOT-HAZE (1-888-668-4293)
- **University of Louisiana System Hazing Portal:** [www.ulsystem.edu/hazing](http://www.ulsystem.edu/hazing)

# **POLICIES AND PROCEDURES**

If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the University immediately using the standard hazing reporting form.

If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the University immediately using the standard hazing reporting form.

When the University receives a report of alleged incident of hazing pursuant to the hazing statutes, the University shall:

- a. Report to law enforcement as soon as practicable under the circumstances, the alleged act or acts of hazing as required by R.S. 14:40.8. The information reported to law enforcement shall include all information and details received by the University relative to the alleged incident, with no information being redacted, including the name of all individuals alleged to have committed the act or acts of hazing identified in the report.
- b. Document in writing all actions taken with regard to the report including but not limited to the date the report was received, reports made to law enforcement as provided in R.S. 14:40.8, and any other information relative to the University's investigation, processing, and resolution of the incident.
- c. Failure of the University to comply with the reporting provisions may be subject to a fine of up to ten thousand dollars.

## **VII. Duty to Seek Assistance**

In accordance with Act 637 of 2018, codified at R.S. 14:502, any person at the scene of an emergency who knows that another person has suffered bodily injury caused by an act of hazing shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person. Any student who fails to seek assistance as defined by the law and this Policy shall be subject to penalties outlined in R.S. 14:502

Criminal charges for violations of R.S 14:502 may include:

- a. A fine of up to one thousand dollars, imprisonment with or without hard labor for up to one year, or both.
- b. If the serious bodily injury results in the death of the person, any person who violates the provisions of R.S. 14:502 shall be fined up to two thousand dollars, imprisoned with or without hard labor for up to five years, or both.

# **POLICIES AND PROCEDURES**

## **VIII. Sanctions**

### **a. Organizations and Affiliates**

- i. If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the University immediately using the standard hazing reporting form.
- ii. If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the University immediately using the standard hazing reporting form.
- iii. If any person serving as a representative or officer of an organization, including any representative, director, trustee, or officer of any national or parent organization of which any of the underlying entities as recognized in Section IV B of this Policy is sanctioned or recognized member at the time of the hazing, knew and failed to report, as soon as practicable under the circumstances, to law enforcement that one or more of the organization's members were hazing another person, the organization may be subject to penalties under R.S. 14:40.8.
- iv. Penalties under R.S. 14:40.8 may include:
  - a. Payment of a fine of up to ten thousand dollars,
  - b. Forfeiture of any public funds received by the organization,
  - c. Forfeiture of all rights and privileges of being an organization that is organized and operating at the education institution for a specific period of time as determined by a court of law. If the hazing results in the serious bodily injury or death of the victim, or results in the victim having a blood alcohol concentration of at least .30 percent by weight based on grams of alcohol per one hundred cubic centimeters of blood, the period of time shall be for not less than four years.

### **b. Students**

- i. Any student who violates the provisions of Acts 635, 637 and 640 of the 2018 Regular Session of the Louisiana Legislature and this Policy shall be expelled, suspended, or dismissed from the institution and not permitted to return for at least one semester, quarter, or comparable academic period and may be subject to criminal charges.

# **POLICIES AND PROCEDURES**

- ii. Consent is not a defense. It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.
- iii. Any student who fails to seek assistance as defined by the law and this Policy shall be subject to penalties outlined in R.S. 14:502.
- iv. Criminal charges for violations of R.S 14:502 may include:
  - a. A fine of up to one thousand dollars, imprisonment with or without hard labor for up to one year, or both.
  - b. If the serious bodily injury results in the death of the person, any person who violates the provisions of R.S. 14:502 shall be fined up to two thousand dollars, imprisoned with or without hard labor for up to five years, or both.

## **c. University Sanctions**

- i. Students found to be in violation of this policy will be afforded due process as prescribed in the University Code of Student Conduct. Sanctions for policy violations include a disciplinary warning, up to and including expulsion from the University in addition to legal sanctions.
- ii. Organizations found to be in violation of this policy will be afforded due process as prescribed in the University Code of Student Conduct. Sanctions for policy violations include a disciplinary warning, up to and including permanent loss of recognition from the University in addition to legal sanctions.

## **IX. Authority of University Police Officers**

- a. While in or out of uniform, University police officers shall have the right to carry concealed weapons and to exercise the power of arrest when discharging their duties on campus and on all streets, roads, and rights-of-way to the extent they are within or contiguous to the perimeter of campus. In the discharge of their duties on campus and while in hot pursuit on or off campus, each University police may exercise the power of arrest. For purposes of R.S. 14:40.8, the right of University police officers to carry a concealed weapon and to exercise the power of arrest when discharging their duties shall extend to all alleged acts of hazing committed by members of an organization that is organized and operating at the University for which the police officer is commissioned regardless of the location where the alleged acts occurred.
- b. Any person arrested by a University police officer, in the exercise of the power granted pursuant to this section, shall be immediately transferred by such officer to the custody of the sheriff or city police wherein the arrest occurs.

# **POLICIES AND PROCEDURES**

- c. Upon authorization by the chief administrative officer of the University, a University police officer shall have the authority to discharge his duties off campus as follows:
  - i. When investigating a crime committed on campus or when investigating the crime of criminal hazing committed off campus by members of an organization that is organized and operating at the University for which the police officer is commissioned.

## **IX. Anti-Hazing Resources**

- Stop Hazing - hazing & prevention research resource: [www.stophazing.org](http://www.stophazing.org)
- Hazing Prevention.Org - online resource for hazing education: [www.hazingprevention.org](http://www.hazingprevention.org)

## **Risk Management for Student Organizations**

Student organizations are expected to conduct activities and events in a manner which supports the educational mission of the University, as well as to comply with all federal, state, and local laws, and University policies and procedures. The University is committed to providing students and student organizations with policies and procedures that support low risk, healthy, and safe events on and off campus. All events on campus or during organization-sponsored activities, or any event an observer would associate with the University and/ or organization, including off-campus events, must be in compliance with all policies for student organizations. Northwestern State University does not endorse student organization sponsored events held on or off campus, where alcohol is present. Northwestern State University assumes no legal responsibility or liability for the activities, on or off campus, of student organizations. The purpose of the risk management policies and procedures is to ensure that safety remains a top priority in planning and implementing events for student organizations. Current Student Organization Risk Management Policies can be found in the RSO Handbook.

## **Cyberbullying**

Cyberbullying involves the use of information technology (email, websites, social networking, internet messaging, or any other technology) for hostile behavior to harm or to upset others. A person cannot easily get away from cyberbullying since using email and the internet are everyday practices. Northwestern State prohibits all forms of cyberbullying. Please refer to the Student Code of Conduct within the handbook.

For more information on bullying, visit the following sites:

- <http://www.stopbullying.gov/cyberbullying//how-to-report/index.html>
- <http://www.stopbullying.gov/cyberbullying/what-is-it/index.html>
- <http://www.helpguide.org/mental/bullying.htm>

# **POLICIES AND PROCEDURES**

## **Student Complaints**

Northwestern State University recognizes a student's need to express grievances during the college experience. The Dean of Students and Student Accountability and Advocacy offices function to assist students in lodging and resolving such complaints. Students may contact the Dean of Students or the Office of Accountability and Student Conduct to file a written complaint and/or for assistance in filing complaints.

Northwestern State University students who wish to lodge a written complaint about an employee of the institution (faculty or staff), another student, policies and procedures, harassment, bullying, sexual harassment, equal access or other complaints, should contact the Dean of Students at [deanofstudents@nsula.edu](mailto:deanofstudents@nsula.edu).

Ordinarily, complaints against students or student organizations follow Article V or Article VII (Title IX) of the Student Code of Conduct and complaints against employees of the university or its agents follow the Student Grievance Procedure found in Appendix I or II (Title IX) in the Student Code of Conduct. Students should seek clarification from the Office of Accountability and Student Conduct or Dean of Students when filing a complaint.

### **Student Complaints may be categorized as follows:**

1. complaints about an employee (faculty or staff) of the institution (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).
2. complaints about another student or organization (See Article V of the Student Code of Conduct).
3. complaints against a department (it's policies or procedures) (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).
4. complaints of sexual harassment against an employee or another student and all student related Title IX complaints (Sexual Misconduct Policy, Article VII, and Appendix II in the Code of Conduct).
5. complaints of harassment or bullying by a student or student organization (See the Student Grievance Procedure, Article V in the Student Code of Conduct); complaints of bullying or harassment by faculty or staff (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).
6. complaints about equal opportunity access (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).
7. other complaints not included above (Contact the Office of Accountability and Student Conduct or the Dean of Students).

The Dean of Students and the Office of Accountability and Student Conduct realize that in certain situations, it is inappropriate for students to meet with the person against whom they wish to lodge a complaint. In such cases, a designee from the dean's offices may act as a liaison or assist the student in meeting with

# **POLICIES AND PROCEDURES**

the person or that person's supervisor. Complaints may be formal (written grievances) or informal. Whatever the circumstances, the Dean of Students or the Office of Accountability and Student Conduct will assist students in the process of filing complaints. Northwestern State strives to maintain the confidentiality of the parties involved in the grievance process.

## **Student Appeals**

Student Appeals are not considered complaints. However, Northwestern seeks to allow students to appeal University policy and decisions when the student believes they have experienced unusual circumstances which may be out of their control or when the student believes the University failed to follow policy. Students may seek assistance at any time from the Student Accountability and Advocacy offices or the Dean of Students.

**Student Appeals are categorized as follows:**

1. Admission Appeal (to determine if there is an exception, see <https://www.nsula.edu/admissions/>)
2. Academic Suspension Appeal (to allow an appeal of academic suspension, see program department head <https://www.nsula.edu/academicprograms-2/>)
3. Admission Access Appeal (to allow registration with balance, see <https://www.nsula.edu/onecard/>)
4. Grade Appeal/Registration, Credits and Graduation (to change grades, issue credit, see <https://www.nsula.edu/registrar/>)
5. Financial Aid and Scholarship Appeal (to maintain financial aid awards, see <https://www.nsula.edu/financialaid/>)
6. Residency Appeal (to waive out of state tuition, see <https://www.nsula.edu/registrar/>)
7. Auxiliary Services Appeal (to waive on campus living and food service requirements, see <https://www.nsula.edu/onecard/>)
8. Parking and Traffic Appeal (to waive tickets or fees, see <https://www.nsula.edu/campus-parking-and-driving-regulations/>)
9. Disciplinary Appeal (to overturn sanction in conduct hearing, see <https://www.nsula.edu/studenthandbook/>)
10. Retroactive Withdrawal/Resignation or Cancellation Appeal (to allow various post semester withdrawals with documented extenuating circumstances, see <https://www.nsula.edu/registrar/>)

All student appeals are reviewed by committees at the last level of the appeal. However, in some cases, appeal may originate and be resolved with individual employees.

# **POLICIES AND PROCEDURES**

## **SEXUAL MISCONDUCT POLICY**

### **Introduction**

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) prohibits discrimination based on the sex of students and employees of educational institutions which receive federal financial assistance. To ensure compliance with Title IX and other federal, state, and local civil rights laws, Northwestern State University prohibits discrimination based on sex, orientation, gender identity, and gender expression; Northwestern State University prohibits sexual misconduct including sexual harassment, sexual assault, sexual exploitation, interpersonal violence, coercion, and stalking; furthermore, Northwestern State University prohibits retaliation of any kind against individuals who have made good faith reports or complaints regarding violations of policies, procedures, and the Code of Conduct. It is the intention of NSU to take whatever action necessary to prevent or correct sex discrimination, sexual misconduct, and retaliation. If necessary, sanctions will be given to those who act in violation of this policy.

The University is committed to:

- Taking immediate action in the investigations of alleged incidents
- Being prompt in taking the necessary steps to end sex-based discrimination, sexual violence and harassment, prevent recurrence, and to address the effects
- Protecting both parties and all others involved and implementing interim measures throughout the duration of the investigation. Interim measures include, but are not limited to, assisting both parties in moving residence halls, changing the students' schedule, changing transportation options (if applicable), issuing mutual no contact directives, and any other reasonable accommodations.
- Basing investigations on a preponderance of evidence standard to resolve complaints of sexual harassment, sexual discrimination, dating violence, domestic violence, and stalking.
- Notifying the complainant and respondent of the outcome of all complaints and investigations.

For an overview of Title IX of the Education Amendments of 1972, please visit [Justice.gov](https://www.justice.gov).

**Scope of Policy:** The policy covers Northwestern State University students, faculty, staff, visitors to the campus, third parties, and contractors. If an incident of sexual misconduct occurs off campus but is related to an NSU event or affiliated individual, NSU will investigate and take proper action if notified and/or reported.

# **POLICIES AND PROCEDURES**

Members of the NSU community – students, faculty, staff, and the administration – are entitled to a professional environment free from harassment or interference for reasons unrelated to the performance of their duties. Some members of the community hold position of authority that may involve the legitimate exercise of power over others. It is the responsibility of the person in authority to be sensitive to the power to avoid actions that are abusive or unprofessional. Faculty and supervisors need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity in relationships with students and other fellow employees.

Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to a strictly professional relationship. It is the responsibility of faculty, staff and students to behave in such a manner that their words or actions will not reasonably be perceived as suggestive or coercive.

**Confidentiality:** All reports of sex discrimination and sexual misconduct are treated as confidential to the greatest extent possible; the privacy of all individuals involved is important to the University. In most situations, only individuals involved in the resolution of the situation will have access to the information about the case. If there is a risk of the alleged perpetrator committing additional crimes, if a student is in immediate danger, or if there has been expressed intent to harm others, or other risks such as involvement of a weapon or the age of the students involved, the University may determine that it is necessary to compromise the level of privacy provided.

**Freedom of Speech:** Northwestern will not implement this policy or procedures in a manner that infringes on the First Amendment Rights of any individual. NSU does not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.

**Free Speech Violations:** Should you feel that your rights to free expression have been violated, you may seek relief by contacting the Vice President for the Student Experience or other appropriate university personnel.

**Amnesty:** Northwestern State University provides amnesty for any student who reports, in good faith, a crime that is greater or more heinous to a Confidential Advisor, Responsible Employee, or Campus Security Authority. Students shall not be sanctioned for non-violent student conduct violations, such as underage drinking. Amnesty cannot be granted when:

- The crime committed is a felony
- The crime committed caused harm to another person or placed another in fear of imminent harm
- The crime committed caused substantial property damage or loss
- The crime committed caused severe loss of critical services

# **POLICIES AND PROCEDURES**

**Reporting and Assistance:** At Northwestern State University, we strive to create a community of respect. While we understand the rights of an individual to make the best decision for themselves, we encourage reporting sexual misconduct to protect our community and identify crime trends. It's on us as a community to recognize that non-consensual sex is sexual assault; to identify situations in which sexual assault may occur; to intervene in situations where consent has not or cannot be given; to create an environment in which sexual assault is unacceptable and survivors are supported.

If a student discloses an incident, they will learn options for assistance, such as health and well-being counseling, residence and class accommodations, and options for filing complaints or criminal charges. Disclosure to NSU personnel will not obligate the complainant to file a complaint or criminal charge, nor will it subject the complainant to scrutiny or judgmental opinions.

Webpage for more information: <https://www.nsula.edu/notalone/>

For immediate assistance:

- Get to a safe place where you can receive emotional support.
- Obtain necessary medical treatment in a timely manner.
- For a forensic exam, it is ideal for you to not bathe, shower, douche, use the toilet, or change clothing prior; evidence can be collected up to 120 hours after an assault.

The Natchitoches Parish Regional Medical Center and the Natchitoches Parish Coroner's office will provide a Victim Advocate and a Sexual Assault Nurse Examiner (SANE) once you arrive at the hospital. You may request a Confidential Advisor from the University to attend the hospital visit. Please note, getting a forensic exam for evidence collection is encouraged, but it is completely voluntary and up to the victim/survivor to choose to participate.

Counseling can be beneficial whether you decide to report, or not. Taking steps for self-care provides empowerment.

## **Contacts for Reporting and Assistance:**

- Title IX Coordinator & Director of Student Advocacy – Christie D. Price (318) 357-5570 or [pricec@nsula.edu](mailto:pricec@nsula.edu)
- Counseling and Career Services (Confidential Disclosure to Campus Counselor and/or Confidential Advisor) – (318) 357- 5621 or [booner@nsula.edu](mailto:booner@nsula.edu)

## **Contacts for Emergencies:**

- For emergencies and 24/7 Confidential Advisors, call the NSU Police Department – (318) 357-5431
- Student Health Services – [nashj@nsula.edu](mailto:nashj@nsula.edu) or (318) 357-5351
- Sexual Assault Hotline – (800) 656-4673

# **POLICIES AND PROCEDURES**

## **Community Resources:**

- Natchitoches Regional Medical Center – (318) 214-4200
- Natchitoches Parish Sheriff (318) 352-6432
- Natchitoches Police Department (318) 352-8101
- Local Sexual Assault Advocate (318) 256-6242
- Natchitoches Parish District Attorney (318) 357- 2214

**Confidential Advisors:** A confidential advisor may serve as a liaison between the complainant and NSU and/or law enforcement at the request of the complainant who is fully informed of all procedures and confidentiality. A confidential advisor may accompany the complainant to interviews, investigative proceedings, and/or institutional proceedings. Confidential advisors shall inform the complainant of rights, reporting options, consequences of reporting, the investigation and adjudication process for NSU and the criminal justice system, disciplinary proceedings and sanctions, and options for reasonable accommodations. A request for accommodations by a confidential advisor shall not trigger an investigation by NSU unless indicated by the complainant.

## **Confidential Advisors Contact Information:**

- NSU Counseling Services (318) 357-5621 or [booner@nsula.edu](mailto:booner@nsula.edu)
- Student Health Services (318) 357-5351 or [nashj@nsula.edu](mailto:nashj@nsula.edu)
- Campus Pastoral Services, see NSU: Not Alone webpage listed below.

NSU: Not Alone - <https://www.nsula.edu/notalone/>

**Responsible Employees:** A Responsible Employee is a University employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When an individual tells a Responsible Employee about an incident of sexual violence, the individual has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A Responsible Employee must report to the Title IX Coordinator all relevant details about the alleged sexual misconduct shared by the individual, including name of the individual who allegedly experienced sexual misconduct and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the University's response to the report.

# **POLICIES AND PROCEDURES**

**Official with Authority:** An Official with Authority has a significant responsibility for students and campus activities. The function of an NSU Official with Authority is to report allegations of Clery Act crimes that he/she receives to the campus police, security department, and/or the Title IX Office. OWAs are responsible for reporting allegations of Clery Act crimes that are reported to them. OWAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the OWA otherwise learns about in an indirect manner. For all schools, notice to an OWA charges a school with actual knowledge and triggers the school's response obligations. You are considered a OWA at NSU if your official responsibilities or job titles include:

- Title IX Coordinator - Christie D. Price
- Director of Accountability and Student Conduct- Traci LaBom Norris
- Vice President for the Student Experience & Dean of Students- Reatha Cox
- Executive Director of Institutional Effectiveness & Human Resources/Title IX Coordinator for Employees- Roni Biscoe
- University Police

## **Sexual Assault Response Team (SART):**

- Reatha Cox, Vice President for the Student Experience/Dean of Students
- Veronica Biscoe, Executive Director University Institutional Effectiveness & Human Resources, and Employee Title IX Coordinator
- Christie D. Price, Title IX Coordinator & Director of Student Advocacy
- Rebecca Boone, Director of Counseling and Career Services
- Craig Vercher, University Police Chief
- Brian Goody, University Police Detective
- Doug Prescott, University Police Detective

## **DEFINITIONS**

No matter how carefully worded a definition of sexual misconduct may be, situations may arise outside of these definitions. Therefore, a sexual offense at Northwestern State University is defined but not limited to the following:

**Sexual Misconduct** is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s) or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. For the purpose of this policy, sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, sexual harassment, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos,

# **POLICIES AND PROCEDURES**

or videos without the express consent or the persons depicted therein, as well as dating violence, domestic violence and stalking.

Public universities in the State of Louisiana shall use the federal and state definitions of the following terms when making all decisions regarding sexual misconduct including publication of definitions, disciplinary decisions, Clery reporting decisions, campus climate decisions, and training and prevention decisions. If there are any changes to state and federal law, definitions must be amended to reflect any changes to federal and state laws and regulations.

**Sexual Assault as defined by the Clery Act:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. This includes rape, fondling, incest, and statutory rape.

**Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

**Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

**Sexual Assault as defined by Louisiana State Law:**

**Non-Consensual Sexual Intercourse:**

Having or attempting to have sexual intercourse, cunnilingus, or fellatio without consent. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.

**Non-Consensual Sexual Contact:**

Any intentional sexual touching, or attempted sexual touching, without consent.

**Sexual Exploitation:** An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge.

# **POLICIES AND PROCEDURES**

**Stalking as defined by Clery Act:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to—fear for the person's safety or the safety of others; or suffer substantial emotional distress.

***Course of conduct*** - two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

***Reasonable person*** - a reasonable person under similar circumstances and with similar identities to the victim.

***Substantial emotional distress*** - significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

**Stalking as defined by Louisiana state law:** Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal, written or behaviorally implied threats of death, bodily injury, sexual assault, kidnaping, or any other statutory criminal act to themselves or any member of their family or any person with whom they are acquainted. La. RS § 14:40.2(A) "Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. La. RS § 14:40.2(C)

## **Domestic Violence definition in Clery Act:**

Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the alleged victim is protected under federal or Louisiana law. Felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

# **POLICIES AND PROCEDURES**

- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

## **Domestic abuse definition in Louisiana law:**

Includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. La. RS 46:2132(3)

**Family violence definition in Louisiana law:** means any assault, battery, or other physical abuse which occurs between family or household members, who reside together or who formerly resided together. La. RS § 46.2121.1(2)

## **Dating Violence definition in Clery Act:**

Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.

## **Dating Violence definition in Louisiana law:**

"Dating violence" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La. RS § 46.2151(C) For purposes of this Section, "dating partner" means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. The length of the relationship.
2. The type of relationship.
3. The frequency of interaction between the persons involved in the relationship.

Although the following definitions are not defined by state and/or federal law, the following definitions shall also be used in institutional policy and in the implementation thereof by all Louisiana public postsecondary education institutions.

**Sexual Harassment:** Unwelcome conduct of a sexual nature when i) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; ii) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person's employment or education; or iii) such conduct has the purpose or effect of unreasonably interfering with a person's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment,

# **POLICIES AND PROCEDURES**

and has no legitimate relationship to the subject matter of a course or academic research. Sexual Harassment also includes non-sexual harassment or discrimination of a person because of the person's sex and/or gender identity or gender expression, including harassment based on the person's nonconformity with gender identity or gender expression. For purposes of this Policy, the various forms of prohibited Sexual Harassment are referred to as "Sexual Misconduct."

**Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this policy, or as retribution or revenge against anyone who has reported Sexual misconduct or relationship violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. Title IX prohibits retaliation. For purposes of this policy, an attempt requires a substantial step towards committing a violation. The School must keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or necessary to carry out a Title IX proceeding. Complaints alleging retaliation may be filed according to the school's prompt and equitable grievance procedures. The exercise of rights protected under the First Amendment does not constitute retaliation.

**Consent:** Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate consent. Consent must be knowing and voluntary. To give Consent, a person must be of legal age. Assent does not constitute Consent if obtained through coercion or from an individual whom the alleged offender knows or reasonably should know is Incapacitated. The responsibility of obtaining consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving consent. A current or previous consensual dating or sexual relationship between the parties does not itself imply consent or preclude a finding of responsibility.

**Incapacitation:** An individual is considered to be Incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to Incapacitation; however, someone who is drunk or intoxicated is not necessarily Incapacitated, as Incapacitation is a state beyond drunkenness or intoxication. Individuals who are asleep, unresponsive or unconscious are Incapacitated. Other indicators that an individual may be Incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/

# **POLICIES AND PROCEDURES**

undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

**Coercion:** is the use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.

## **Prevention and Awareness**

One in five women is sexually assaulted while in college. Most often, it happens her freshman or sophomore year. Male students are 78% more likely to be a victim/survivor of sexual offenses. In the great majority of cases, sexual assaults are perpetrated by the victim/survivor knows – and most often what happened is not reported.

Title IX coordinators, University police, residential life staff, campus counselors, health care professionals, confidential advisors, faculty and staff have received training concerning Title IX, Clery, VAWA, and state and local policies and procedures.

Educational programming for students is provided, including ongoing prevention and awareness campaigns, bystander intervention, and risk reduction in the area of sexual assault and harassment.

Educational information on sexual violence is available online to all Northwestern State students at [www.mystudentbody.com](http://www.mystudentbody.com) MyStudentBody is a requirement for all students in UNIV 1000 classes. Instructions on registering:

1. Go to <https://www.mystudentbody.com>;
2. On the right side of the screen, click "Register";
3. Fill out the online form (please note you MUST use your NSU student email). The school registration code is demondays;
4. Click "I accept. Continue."

The University Police Department also offers free presentations on the subject of personal safety with emphasis on precautions and reporting procedures. Arrangements for these programs can be made by contacting University Police at 357-5431. Additionally, educational literature is available at the following offices: Counseling and Career Services, 305 Student Union; Title IX & Student Advocacy Office, 308 Student Union; Student Health Services, Infirmary Building; and University Police, Infirmary Building.

# **POLICIES AND PROCEDURES**

## **PROCEDURES FOR SEXUAL MISCONDUCT COMPLAINTS**

Any University student who believes that they have been the victim of sexual misconduct may seek to resolve the matter through an Informal or Formal Complaint process. More details about the Formal Complaint process can be found in Article IX and Appendix II (Title IX Grievance against an NSU Employee) of the Code of Conduct.

The Director of Student Advocacy, Christie D. Price (Student Union, 308; 318-357-5570) is the designated Title IX Coordinator for students at Northwestern State University. Students are encouraged to seek assistance from the Title IX Coordinator for all Title IX related complaints. The Title IX Coordinator may appoint additional advocates for students during proceedings.

### ***Student Title IX Coordinator's Responsibilities Include:***

1. Notification and Education
2. Consultation, Investigation and Disposition
3. Assists in institutional compliance and acts as liaison to Vice Presidents and President
4. Record Maintenance and Report

Sexual misconduct complaints may involve a student complaint against another student, a member of the University community, or a member of a third party related to the University.

If the complaint is an informal complaint or non-criminal in nature, and complainant and respondent understand and acknowledge the substance of the complaint and the requested resolution, the complaint may be resolved informally if appropriate. An informal resolution may be inappropriate for complaints involving physical contact possibly criminal in nature (i.e., sexual battery, rape, etc.). An informal resolution may result in a written agreement, mediation, or other fair and equitable action deemed appropriate by the Title IX Coordinator, or designee, depending on the circumstances. If the Complainant chooses to file an informal complaint, the Complainant has the right to end the informal process at any time and the right to pursue a formal complaint and/or take legal action. If there is an increased risk of an alleged perpetrator committing additional acts of violence, if there is involvement of a weapon, if the age of the students involved, or if other risk factors exist, the University may investigate and possibly pursue action which may compromise confidentiality.

# **POLICIES AND PROCEDURES**

## **Informal Complaint Resolution**

### ***The Title IX Coordinator:***

- Receives and reviews the Complaint. The Title IX Coordinator may ask for written documentation.
- Sends Notification to the Complainant and the Respondent of the receipt of an Informal Complaint.
- Schedules a preliminary meeting with the Complainant to discuss allegations and the desired outcome.
  - May advise the student to obtain appropriate assistance such as counseling, assistance from a confidential advisor, or student advocate.
  - May interview others (witnesses).
  - May issue mutual no contact directives, although this is not a judicial finding.
  - Will determine whether the complaint is valid, needs to be heard in another venue, or needs to move to formal resolution.
- Schedules meetings with the Respondent as necessary or requested.
  - May schedule a meeting with the Respondent and Complainant if desired and acceptable by both parties. Such meetings are not appropriate in cases of sexual assault.
- Will suggest remedies for both Complainant and Respondent to come to a fair and equitable resolution.
- Will provide written documentation of the resolution to both parties, copied to the Vice President of the Student Experience.

\*If an informal resolution is not satisfactory, a formal complaint process may begin. The Complainant or the Title IX Coordinator can dismiss the Informal Complaint Resolution and pursue a Formal Complaint Resolution, if necessary.

A **Formal Complaint** is one where the facts or remedy may be disputed. A formal resolution will result in an investigation, determination of responsibility, and sanctions if applicable. Depending on the seriousness of the offense, disciplinary sanctions may range from educational alternatives to expulsion. There are appeals available to both Complainant and Respondent, and the University will follow due process, respect confidentiality, and respect the rights of the Complainant and Respondent through the process and resolution.

## **Formal Complaint Resolution**

- The Title IX Coordinator receives and reviews the complaint. The Complaint Form should be completed and signed by either the Complainant or the Title IX Coordinator on behalf of the Complainant.

# **POLICIES AND PROCEDURES**

- A “formal complaint” is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.
- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed.
- A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator.
- The phrase “document filed by a complainant” means a document or electronic submission (such as by e-mail or through an online portal provided for this purpose by the school) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.
- Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or a party during a grievance process and must comply with requirements for Title IX personnel to be free from conflicts and bias.
- Once the Title IX Coordinator receives a complaint, the Respondent will be called to a meeting with the Title IX Coordinator and informed of the Complaint. The Complainant and Respondent may be issued supportive measures, including but not limited to, a mutual no contact order, classroom accommodations, etc., as an interim measure although this is not a judicial finding.
- The burden of gathering evidence and burden of proof must remain on the school, not on the parties.

## **Investigations**

- A trained and unbiased investigator conducts the Investigation. The Investigation is a review of the incident description, file history, evidence, and patterns. The Title IX Coordinator/Investigator will interview the complainant, respondent, and witnesses, and ask for supporting written documentation.
- School must provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.
- School must not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no “gag orders”).
- Parties must have the same opportunity to select an advisor of the party’s choice who may be, but need not be, an attorney.
- School must send written notice of any investigative interviews, meetings, or hearings.
- School must send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the

# **POLICIES AND PROCEDURES**

parties to inspect, review, and respond to the evidence.

- School must send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.
- School must dismiss allegations of conduct that do not meet the Final Rule's definition of sexual harassment or did not occur in a school's education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the school from addressing the conduct in any manner the school deems appropriate.
- School may, in their discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the school or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.
- School must give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.
- School may, in their discretion, consolidate formal complaints where the allegations arise out of the same facts.
- The Final Rule protects the privacy of a party's medical, psychological, and similar treatment records by stating that schools cannot access or use such records unless the school obtains the party's voluntary, written consent to do so.
- Both parties will be instructed not to conduct their own Investigation and to provide any relevant information, such as a list of potential witnesses, to the Title IX Coordinator. Instructions are also provided regarding the confidentiality of information and how to review files.
- A trained and unbiased investigator will conduct all Title IX investigations.

## **Hearings**

- The decision, by the Chief Executive Hearing Officer, will be substantiated using the preponderance of evidence standard. A Determination can also be made that the allegations, while made in good faith, were not true.
- The Chief Executive Hearing Officer (who cannot be the same person as the Title IX Coordinator or the Investigator) must issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.
- The written documentation must be sent simultaneously to the parties along with information about how to file an appeal.

# **POLICIES AND PROCEDURES**

## **Appeals**

- School must offer both parties an appeal from a determination regarding responsibility, and from a school's dismissal of a formal complaint or any allegations therein, on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter or that sanction was disproportionate to the violation.
- Either party may Appeal. Appeals shall be in writing and provided to the next appellate within five (5) University business days of receipt of the Letter of Determination.
- If either party submits a written Appeal of the Determination Letter, an Intent to Appeal Letter will be sent to both parties by the appropriate appellate within two (2) University business days.

## **Supportive Measures**

- According to the Final Rule, "supportive measures" are defined as individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designated to ensure equal educational access, protect safety, or deter sexual harassment.
- The Final Rule evaluates a school's selection of supportive measures and remedies based on what is not clearly unreasonable in light of the known circumstances, and does not second guess a school's disciplinary decisions, but requires the school to offer supportive measures, and provide remedies to a complainant whenever a respondent is found responsible.
- Examples of supportive measures include, but are not limited to, supportive counseling services, mutual no contact orders, class accommodations, residential accommodations, etc.

More information about the Formal Complaint processes and Appeals procedures is outlined in the following:

- Sexual Misconduct Formal Complaint Resolution Procedure, Article IX, page 130.  
Title IX Student Grievance Against NSU Employee, Appendix II, page 137



*“Be strong and courageous. Do not be frightened, and do not be dismayed, for the Lord your God is with you wherever you go.” Joshua 1:9*

## The Episcopal Church Welcomes You



**Looking for a good church home?  
Trinity Episcopal invites all to worship.  
We are an inclusive congregation who welcomes students  
and community members seeking spiritual growth  
in an open and engaging church community.**

**Questions? Please, feel free to get in touch with us by phone or email.  
Join us for worship, for fellowship in person and online,  
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***Called together by the love of God, to serve others with the love of Christ.***



***The Rev. Suzanne Wolfenbarger, Rector***

**533 Second Street  
Natchitoches**

**318-352-3113**

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Our parish is part of the Diocese of Western Louisiana**

# CODE OF CONDUCT

<b>Preface .....</b>	106
<b>ARTICLE I • Introduction .....</b>	107
<b>ARTICLE II • Definitions.....</b>	108
Section 1.0 Terms	
Section 2.0 Phrases	
<b>ARTICLE III • Student Rights and Responsibilities.....</b>	110
Section 1.0 University Community	
Section 2.0 Academic Freedoms and Responsibilities	
Section 3.0 Educational Records	
Section 4.0 Freedom of Inquiry and Expression	
Section 5.0 Student Life	
Section 6.0 University Housing	
Section 7.0 Redress of Grievances	
<b>ARTICLE IV • Infractions .....</b>	113
Section 1.0 Academic Infractions	
Section 2.0 Financial Infractions	
Section 3.0 Health and Safety Infractions	
Section 4.0 Informational Infractions	
Section 5.0 Organizational Infractions	
Section 6.0 Personal Conduct Infractions	
Section 7.0 Unlawful Acts and Policy Infractions	
Section 8.0 Property Infractions	
Section 9.0 Substance Infractions	
Section 10.0 Other Infractions	
<b>ARTICLE V • Administration of the Student Code Of Conduct.....</b>	118
Section 1.0 Filing a Complaint	
Section 2.0 Preliminary Investigation	
Section 3.0 Administrative Hearing	
<b>ARTICLE VI • Appeals Procedures .....</b>	120
Section 1.0 Appeals Committee	
Section 2.0 Chairperson's Responsibility	
Section 3.0 Student Affairs Administration Responsibilities	
Section 4.0 Students Responsibilities	
Section 5.0 Notice of Hearing	
Section 6.0 Hearing Procedures	

# **CODE OF CONDUCT**

<b>ARTICLE VII • Sanctions .....</b>	125
Section 1.0 Sanctions for Disciplinary Misconduct	
Section 2.0 Sanctions for Academic Misconduct	
Section 3.0 Sanctions for Organizational Misconduct	
<b>ARTICLE VIII • Interim Suspension .....</b>	128
Section 1.0 Circumstances of Use	
Section 2.0 Procedures	
Section 3.0 Length of Interim Suspension	
Section 4.0 Other Interim Sanctions	
<b>ARTICLE IX • Sexual Misconduct Formal Complaint Resolution Procedure.....</b>	130
Complaint Filed Against a Student	
Formal Complaint Resolution	
Investigations	
Hearings	
Appeals	
Supplemental Measures	
Transfer Student	
<b>APPENDIX I</b>	
<b>Student Grievance/Complaint Against NSU Employee .....</b>	134
<b>APPENDIX II</b>	
<b>Title IX Sexual Misconduct Complaint Against NSU Employee Formal Complaint Resolution Procedure ..</b>	137
<b>APPENDIX III</b>	
<b>Involuntary Withdrawal Due to Severe Psychological Disturbance .....</b>	140

# **CODE OF CONDUCT**

## **Preface**

By issue of this Student Code of Conduct, Northwestern State University hereby establishes the standards and procedures that shall govern the conduct of students on University property, in University facilities and away from the University campus. Students, members, and advisors of student organizations will be expected to become familiar with this Code and assure the Code's successful implementation by their observance of the provisions and their support of the objectives stated herein.

## **On-Campus Health and Safety Policy**

To ensure the health and well-being of the NSU Community, all students, faculty, staff, and visitors must adhere to all local, state, and federal guidelines regarding the COVID19 pandemic. This pertains to the use of face masks and social distancing guidelines, events and gatherings, and mandates related to hygiene practices. All members of the NSU community must adhere to the current policy in effect and recognize that policies and guidelines are subject to change by local, state, and federal authorities.

In the event of a campus emergency (tornadoes, flooding, other extreme weather conditions, chemical spills, active shooter, or other crisis situations) resulting in specific directions from university authorities such as a shelter in place order, an evacuation order or other necessary safety orders, members of the NSU community are expected to follow the guidelines and directives issued.

## **Campus/Classroom Civility Statement**

Northwestern State University students, staff, and faculty are expected to create an environment that promotes academic excellence, personal dignity, mutual respect, and individual responsibility in both face-to-face and electronic educational settings regardless of the content of the ideas and opinions being shared. Ideas and opinions that are controversial or in opposition to others are welcomed in the NSU environment, and this policy shall not be used to prohibit the sharing of controversial or unpopular ideas or opinions but merely to call for civility when idea and opinion sharing.

All members of the NSU community have the right to a safe environment free of disturbances and civil in all aspects of human relations. Whether in a face-to-face or online classroom, students who engage in disruptive or abusive discourse or actions may be removed from the class and subject to disciplinary sanctions. In on-campus classrooms, students who speak at inappropriate times, take frequent breaks, interrupt the class by coming to class late or leaving early, engage in loud or distracting behaviors, use cell phones or other noise-making devices, wear headphones, are distracted with computers or other electronic devices, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others during the class period may be removed from the class and may be subject to disciplinary action under the Northwestern State University Student

# **CODE OF CONDUCT**

Code of Conduct (Articles IV Infractions and VIII Sanctions). The instructor of a course may deem additional behaviors or actions inappropriate; these actions or behaviors will be outlined in the course syllabus. Copies of infractions begin on page 113 and sanctions begin on page 125 of this handbook and are available on the NSU website at [nsula.edu/studenthandbook](http://nsula.edu/studenthandbook).

## **ARTICLE I • Introduction**

Northwestern State University is an institution with an educational mission, carried out by means of programs and activities devoted to the pursuit of knowledge, through instruction, research and service. The University exists as a community of students, faculty, administrators, and staff who provide, participate in and support these activities and programs. The University campus, facilities, properties and other resources exist to facilitate this educational mission.

The University has an inherent interest in developing policies to preserve and enhance the University's ability to function effectively and efficiently as an academic institution. These policies entail recognition of both rights and responsibilities for all members of the University community. These considerations make student conduct a legitimate concern of the University.

As a member of the University community, a student is entitled to the freedoms and rights guaranteed to students by the Constitutions of the United States and Louisiana. A student has a right to learn and benefit from an intellectual environment free of distractions.

Accompanying these rights are certain responsibilities. A student must abide by federal, state and local laws. A student is obliged to respect the rights of others. A student shall comply with valid institutional regulations, contribute to the order of the University's academic and administrative processes and uphold standards of decency and honor in all conduct. Only when individuals are responsible can their rights be assured. Freedom must be exercised responsibly in the context of recognized interest of others and the institution.

The policies and procedures in this Code are established to secure these ends. Such policies and procedures are fundamentally designed to help maintain a campus environment conducive to learning and other educational pursuits. This Code is intended to ensure the enjoyment of students of all proper rights, without undue infringement by others. This Code is a means of attainment to the University's educational mission by protecting the institution's processes, resources and constituent community.

General authority in the governance of students enrolled at Northwestern State University is delegated to the University President by the University of Louisiana System Board of Supervisors. Within the scope of this authority and further delegation to the Dean of Students, this Student Code of Conduct is enforced for Northwestern State University.

# **CODE OF CONDUCT**

This Code shall be published and made available to all students attending the University. Upon admission, a student shall be deemed to have accepted the conditions and obligations stated herein, in addition to all other applicable University regulations which have been or may be issued and published by proper authority. This Code shall apply to all student groups, whether formally or informally organized and whether recognized by the University or not.

In addition to conduct on University property, conduct off campus shall be fully within the scope of this Code, when applicable. Criminal or civil proceedings may be instituted against a student or student organization, but shall not prevent the disciplinary process involving such student or student organization under this Code. The University shall not be bound by the outcome of criminal and civil proceedings in the University's determination of whether misconduct did or did not occur or in the selection of an appropriate sanction. In regard to conduct by a student which may be the subject of criminal or civil action, the University shall have the discretionary right to proceed under this Code against the student or student organization before, during the pendency of, after the final disposition of such action, or in the absence thereof. The University shall resort to the disciplinary process only where the alleged conduct directly and/or adversely affects the mission of the institution or the campus community.

The University may exercise jurisdiction off-campus when:

- a. The complainant of such offense is a member of the campus community (student, faculty, staff, administrator, contractor); or
- b. The offense occurred at University sponsored or sanctioned event (Greek houses, athletic events, co-op program); or
- c. The respondent used his or her status as a member of the University community to assist in the commission of the offense (i.e., using another student's I.D. card to gain access into the WRAC); or
- d. The offense seriously impairs the pursuit of the University's objectives (armed drug dealer arrested downtown).

## **ARTICLE II • Definitions**

To enhance the understanding of this Code and protect the due process right of students, the terms and phrases of this Code are herein defined.

### **SECTION 1.0 Terms**

- 1.1 Attorney:** An attorney licensed to practice law in the state of Louisiana.
- 1.2 Conference:** A meeting conducted by the Student Conduct Officer, Title IX Coordinator, or designated representative at which the student is verbally informed of an allegation that he/she has committed an infraction of this Code of Conduct and the student is provided an op-

# **CODE OF CONDUCT**

portunity to respond. The Student Conduct Officer, Title IX Coordinator, or designated representative may dismiss the complaint, investigate the allegation (Title IX only), administer sanctions (Student Conduct only), or schedule an administrative hearing.

- 1.3 **Counsel:** University faculty, staff or students selected to advise a student during a hearing.
- 1.4 **Record:** A written or electronic transcript of the proceedings of an administrative or appeals hearing.
- 1.5 **Student:** The term "student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than the University and who reside in University residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students" solely for the purposes of the interpretations of this Code.
- 1.6 **University:** Northwestern State University of Louisiana.
- 1.7 **Dean of Students:** University employee (or designee) empowered by the University President to implement this Code and perform other assigned duties.
- 1.8 **Student Conduct Officer:** University employee empowered by the University President to implement this Code of Conduct and perform other assigned duties.
- 1.9 **Title IX Coordinator:** University employee empowered by the University President responsible for coordinating the University's compliance with Title IX and other related discrimination laws, and perform other assigned duties.

## **SECTION 2.0 Phrases**

- 2.1 **Administrative Appeal Hearing:** A formal appeal hearing conducted by the Vice President for the Student Experience or designated representative in which, should allegations of misconduct be substantiated, the alleged student violator may be subject to a sanction or sanctions.
- 2.2 **Committee Appeal Hearing:** A formal appeal hearing conducted by a committee to hear an appeal of the sanction of probation, suspension or expulsion upheld or imposed on the student appellant by the Vice President for the Student Experience or designated representative.
- 2.3 **Banishment from Campus:** Prohibition from access to University property, activities, or events.
- 2.4 **Class Day:** A day on which classes are regularly scheduled or final exams are scheduled.

# **CODE OF CONDUCT**

- 2.5 Normal University Communication Channels:** The use of University personnel to deliver a written or oral notification to a student.
- 2.6 Preponderance of Evidence:** The standard used in all conduct cases (including sexual misconduct) where information gathered shows it is "more likely than not" the accused individual violated the Code of Conduct or policy.
- 2.7 University Personnel:** Any person employed by the University for any purpose.
- 2.8 University Property:** All land, buildings, equipment, and facilities owned, leased or controlled by the University.

## **ARTICLE III • Student Rights and Responsibilities**

As a means of giving greater content and definition to the important notion of student rights and responsibilities, those identified below shall be recognized as belonging to students of this institution. This enumeration is not intended to be exhaustive, however, nor shall it in any way prevent recognition of additional, different or modified rights and obligations for students through supplementation to this Code, issuance of other University policy, or any alternative appropriate means provided a legitimate reason exists for such additions.

### **SECTION 1.0**

#### **University Community**

- 1.1** The University has the right and the responsibility to formulate and disseminate policies to promote the general welfare of the University community. Students have the responsibility to know such policies of the University.
- 1.2** Students shall be represented through the Student Government Association and by serving on committees in those affairs of the University that concern student welfare.
- 1.3** Students shall conduct themselves in a manner which recognizes the rights of others and promotes the welfare of the University community.

### **SECTION 2.0**

#### **Academic Freedoms and Responsibilities**

- 2.1** In academic matters students have a right to be governed by justifiable regulations.
- 2.2** Students have a right to an environment conducive to learning and free from distraction. Students are responsible for behavior which is conducive to the teaching/learning process.

# **CODE OF CONDUCT**

- 2.3** Students shall be free to take reasoned exception to data and views offered in the classroom without reprisal provided such exception does not hinder the structured learning process.
- 2.4** Students have a right to grades that represent the instructor's professional judgment.
- 2.5** Students have a right to accurately and clearly stated information which would enable them to determine:
  - 2.5.1** The general requirements for establishing and maintaining an acceptable academic standing.
  - 2.5.2** Their own academic admission status with the University and any special conditions which apply.
  - 2.5.3** The graduation requirements of any particular degree program.
- 2.6** Students have a right to be informed of the content and objectives of a course, the method of evaluation and the relative importance of each test, paper, etc., comprising the total evaluation for the course.
- 2.7** Students are responsible for meeting the requirements of a course according to the standards of performance established by the instructor.
- 2.8** Students have a right to protection against improper disclosure of information acquired by instructors related to the student's grades, views, beliefs, health or character.
- 2.9** Students have a right to seek assistance from an instructor during the instructor's scheduled office hours.
- 2.10** Students have the right to refrain from activities that involve unreasonable risk to the student's physical and mental health.

## **SECTION 3.0**

### **Educational Records**

- 3.1** A student's right of confidentiality in and access to student educational records shall be stated in University policy.
- 3.2** A student's academic transcript and disciplinary records shall be separately maintained. Disciplinary dismissal now results in annotation to ACD. Transcript of semester eligible for readmission-effective spring 2007.

## **SECTION 4.0**

### **Freedom of Inquiry and Expression**

- 4.1** Students shall be free to examine and to discuss all questions of interest and express opinions.

# **CODE OF CONDUCT**

- 4.2** Students shall be free to support any causes by lawful means. At the same time, it shall be made known that public expression or demonstrations by students or student organizations represent only the views of those making the statement and not the University community.
- 4.3** Discussion and expression of all lawful views is permitted within the institution in public places subject to reasonable time, manner and place required for maintenance of order and to applicable state, federal and local laws. The University retains the right to provide for the safety of individuals, the protection of property, and the community of the educational process in maintaining order.
- 4.4** Recognized student organizations may invite and hear any persons of their own choosing, subject to requirements for use of institutional facilities and subject to the University speakers policy stated in 4.3 above.
- 4.5** Students have a right to express opinions through student media and they have a responsibility to adhere to the canons of professional journalism.

## **SECTION 5.0**

### **Student Life**

- 5.1** Students shall be free to organize and associate to promote their common interests.
- 5.2** Student organizations are required to publicize information concerning purpose, criteria for membership and a current list of officers.
- 5.3** Recognized student groups may use University facilities, if available, in accordance with normal scheduling policies.

## **SECTION 6.0**

### **University Housing**

- 6.1** A student has the right to be secure in his or her possessions against invasion of privacy and unreasonable search and seizure.
- 6.2** Students shall not violate the rights of other students residing in University residential facilities.
- 6.3** University housing is a privilege and not a right.
- 6.4** Students shall be in compliance with housing regulations and on-campus residency requirements.

## **SECTION 7.0**

### **Redress of Grievances**

- 7.1** In any instance a student's rights as outlined herein are contravened, the

# **CODE OF CONDUCT**

student shall have the right to petition for redress of such a grievance through procedures found in Appendix I or II (Title IX) of this document.

## **SECTION 8.0**

### **In Absentia Consideration of Charges**

- 7.1 Charged students or charged student organizations who have received an oral or written summons from an approved University Administrator or University Official to appear for an disciplinary conference/hearing by the appropriate University Administrator and who fail to keep an administrative appointment or who fail to appear without just cause within (3) class days of the issue of the summons shall forfeit the right to present their case and will have said charges considered in absentia by the appropriate University Administrator. Thereupon, the University Administrator will render a decision on the student charge(s).

University students who reside off-campus or in University residence halls, or residential living and who are censured in absentia will receive notification from the appropriate University Administrator through the official NSULA student e-mail. Student organizations will be sent notification through their University adviser as documented.

## **ARTICLE IV • Infractions**

Every student and student group shall be required to act lawfully and in such a way as not to adversely affect the educational processes of the University or the rights of others. Violation of this general standard shall be considered an infraction of this Code. The following types of conduct are prohibited and individuals found to have committed such infractions by the procedures set forth in this Code shall be subject to sanctions being imposed including the sanction of probation, suspension or expulsion from the University.

For violations of academic honesty, a student may receive a grade of zero (0) on the assignment and/or a grade of F in the class and will be referred to the Office of Accountability & Student Conduct to create a disciplinary record and/or for additional sanctions.

## **SECTION 1.0**

### **Academic Infractions**

- 1.1 Cheating or deception in any form: Misrepresenting one's mastery of course content or experiential learning as a requirement for a course (i.e., internship, field work, practicum, service-learning, student teaching, clinical experience, etc.).

# **CODE OF CONDUCT**

- 1.2** Plagiarism (including duplicity): Misrepresenting another's words, ideas, phrases, sentences, or data as one's own; the failure to properly acknowledge source material with citations and references; or the submission for credit substantially unchanged work in more than one course.
- 1.3** Misuse of resources: Acquiring or distributing, without permission, any academic material belonging to a member of the University faculty or staff, which includes stealing, selling, posting, buying, or otherwise accessing or sharing any content used to fulfill academic requirements.
- 1.4** Falsification: Submitting false information to deceive, including substituting for another person or permitted another person to substitute for one's self, using another's identification, or forging proctor information.
- 1.5** Facilitating another student's academic dishonesty: Collaborating, conspiring, or cooperating to fulfill academic requirements so as to misrepresent individual effort and knowledge.

## **SECTION 2.0**

### **Financial Infractions**

- 2.1** Failure to promptly meet University-related financial obligations.
- 2.2** Issuance of worthless checks for University-related financial obligations.

## **SECTION 3.0**

### **Health and Safety Infractions**

- 3.1** Illegal or unauthorized possession or use of firearms, ammunition, explosives, fireworks, or any other dangerous weapon (any instrument that may be used to inflict bodily harm), substance or material of any kind on University property or at any University approved activity.
  - 3.1.1** Possession of a firearm, when in violation of state laws, System policy, or university policy, shall be grounds for dismissal from the university.
- 3.2** Setting a fire or attempting to set a fire on University property without proper authorization.
- 3.3** Unauthorized use, possession, or alteration of firefighting equipment, alarm devices, security systems, or other emergency or safety equipment.
- 3.4** Swimming or wading in Chaplin's Lake.
- 3.5** The making of a false report of a bomb, fire, or other emergency on or off University property by means of activating an alarm or any other method.

# **CODE OF CONDUCT**

- 3.6** Conduct which threatens or endangers the health and safety of another person.

## **SECTION 4.0**

### **Informational Infractions**

- 4.1** Fabricating, forging, altering, or misusing any University document, record, instrument of identification, etc.
- 4.2** Furnishing false information to the University with the intent to deceive.
- 4.3** Obtaining any service or thing of value from the University by false pretense.
- 4.4** Providing false identification to duly authorized University personnel.
- 4.5** Unauthorized use of or access to information in any forms proprietary to the University.
- 4.6** Theft or abuse of computer time, including but not limited to:
- 4.6.1** Unauthorized entry into a file, to use, read, transfer, change the contents, or for any other purpose.
- 4.6.2** Unauthorized use of another individual's identification and password.
- 4.6.3** Use of computing facilities to access, send, or receive obscene and/or abusive messages.
- 4.6.4** Use of computing facilities to interfere with the work of another student, faculty member, University official, or to interfere with normal operation of the University computing system.

## **SECTION 5.0**

### **Organizational Infractions**

- 5.1** A student group or organization shall be deemed responsible for infractions committed by individuals where such acts:
- 5.1.1** Are mandated, sponsored, approved, or encouraged by the group or organization, whether explicit or implicit.
- 5.1.2** Take place in the context of a tradition, custom or past practice of the group or organization.
- 5.1.3** Are reasonably foreseeable as a result of an activity carried on by the group or organization.

# **CODE OF CONDUCT**

## **SECTION 6.0**

### **Personal Conduct Infractions**

- 6.1** Disorderly conduct which disturbs the orderly functions and processes of the University and/or infringes on the rights of others.
- 6.2** Intentional interference with the right of access to University facilities.
- 6.3** Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures, or University authorized activities and events.
- 6.4** The intentional interference with the lawful rights of any person on campus.
- 6.5** Loud music, noise, or disruptive conduct.
- 6.6** Physical abuse or threat thereof, verbal abuse, bullying, harassment, domestic or dating violence, intimidation, or coercion against any person.
- 6.7** Sexual misconduct as outlined in the Sexual Misconduct Policy, including but not limited to sexual assault, sexual harassment, dating violence, domestic violence, and/or sexual exploitation.
- 6.8** Stalking which is the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury.
- 6.9** Hazing as outlined in the University Hazing Policy, including any action taken or situation created intentionally or unintentionally - with or without consent - that endangers a student or creates risk or injury, produces mental or physical harm, embarrassment, harassment or ridicule - whether on or off campus - for the purpose of affiliation with, initiation into, or as a condition of continued membership in any student organization, performance group, or athletic team recognized by the University.
- 6.10** Violation of a restriction or condition of probation.

## **SECTION 7.0**

### **Unlawful Acts and Policy Infractions**

- 7.1** Failure to comply with any written rule, policy, or regulation of the Board of Supervisors, University, or entity acting on behalf of the University.
- 7.2** Assisting in the violation of any written rule, policy, or regulation of the Board of Supervisors, University, or entity acting on behalf of the University.
- 7.3** Failure to comply with an order or directive of a University Official or entity acting on behalf of the University in the performance of their duties.

# **CODE OF CONDUCT**

- 7.4** Conduct in violation of federal or state statutes or local ordinances.
- 7.5** Retaliation of any kind including a strike back, a form of revenge or adverse reaction, unfair treatment, or discrimination.
- 7.6** Failure to respond to a university summons or to appear for a disciplinary conference or hearing.

## **SECTION 8.0**

### **Property Infractions**

- 8.1** Vandalism, destruction, damage, defacement, abuse, or misuse of public or personal property, whether intentional or by negligence.
- 8.2** Theft, embezzlement, misappropriation, or the unauthorized temporary taking or possession of the property of another, including the property of the University.
- 8.3** Littering on University property.
- 8.4** Unauthorized occupation of, entry on or into University property.
- 8.5** Unauthorized use, possession, duplication, and/or distribution of one or more keys to university property.
- 8.6** Visitation on other college or university campuses, industrial sites, or any property for the purpose of defacing or destroying said property and/or disrupting normal activities of such institutions, or properties.

## **SECTION 9.0**

### **Substance Infractions**

- 9.1** Possession or consumption of alcoholic beverages on university property, during any trip sponsored by the University or University affiliated organization except as provided in university policy.
- 9.2** Unauthorized or illegal possession, use, sale, manufacture, or transportation of narcotics, stimulants, depressants, hallucinogenic, or other controlled substances as defined by state statute.
- 9.3** Public intoxication and/or operation of a motor vehicle or water craft while intoxicated.

## **SECTION 10.0**

### **Other Infractions**

- 10.1** Any conduct not specifically stated herein which adversely affects the educational processes of the University or the rights of members of the University community or others.
- 10.2** Aiding or inciting others to commit any infraction in this Code.

# **CODE OF CONDUCT**

## **ARTICLE V • Administration of the Student Code of Conduct**

The Dean of Students, Student Conduct Officer or a designated representative is responsible for administration of this Student Code Conduct in a fair and impartial manner. It shall be the responsibility of the Dean of Students and the Student Conduct Officer to see that this code is available to all students and that students subject to actions prescribed in this Code understand their right to due process.

### **SECTION 1.0**

#### **Filing a Complaint**

- 1.1** A complaint alleging a student or an organization committed an infraction(s) of this Code may be filed by any member of the University community or authorized University personnel having knowledge of the infraction(s) based on personal observation or other reliable information.
- 1.2** Complaints must be in writing.
- 1.3** The complaint shall identify the alleged infraction(s), the facts upon which the allegation is based, and shall be signed by the person filing the complaint.
- 1.4** Filing the complaint shall be accomplished by submitting the signed complaint to the Dean of Students, Student Conduct Officer, or any member of the Student Affairs staff.

### **SECTION 2.0**

#### **Preliminary Investigation**

- 2.1** Upon receipt of a complaint that a student has allegedly committed an infraction(s) of this Code, Student Conduct Officer, or designated representative, shall conduct a preliminary investigation. In cases of alleged sexual misconduct, investigators may assist in the investigation process.
- 2.2** If the preliminary investigation indicates the allegation to be unsubstantiated, the Student Conduct Officer or designated representative shall dismiss the complaint.
- 2.3** If the allegation is found to have substance, the Student Conduct Officer or designated representative shall summon the student and conduct a conference. A substantive allegation may result in a temporary hold being placed on a student's record.
- 2.4** The student may choose during the conference to:
  - 2.4.1** Admit knowingly and willingly to the allegation(s) in writing and waive all further hearings and right to appeal and agree to accept the disposition of the matter.

# **CODE OF CONDUCT**

- 2.4.2** Admit knowingly and willingly to the allegation(s) and request an administrative hearing.
  - 2.4.3** Deny the allegation(s) in writing and agree to accept the Student Conduct Officer's disposition of the matter without benefit of an administrative hearing or right to appeal.
  - 2.4.4** Deny the allegation(s) and request an administrative hearing.
- 2.5** Following the conference, the Student Conduct Officer, or designated representative shall dismiss the complaint as unsubstantiated, administer appropriate sanctions, or schedule an administrative hearing. The outcome of the conference will be provided to the student in writing in a letter or with a copy of the signed Northwestern State Judicial Affairs Status Report through the normal University communication channels via student email, via US mail or by certified mail return receipt requested. The student may appeal a decision resulting from a conference by requesting in writing an Administrative Hearing with the Vice President of Student Experience within three (3) class days after receipt of notification of the outcome of the conference. A student may request an Administrative hearing using the appeals criteria listed in Article VI.

## **SECTION 3.0**

### **Administrative Hearing**

- 3.1** Notice of an administrative hearing shall be in writing through normal University channels or certified mail return receipt requested. The notice shall state the alleged act(s) of the student, the infraction(s) of the Code allegedly committed, and the date, time, and place of the hearing.
- 3.2** The notice of the hearing shall advise the student of the student's right to counsel (as defined in Article II, Section 1.3) during the hearing and right to view evidence prior to the hearing. In cases of alleged sexual assault or harassment, notice of the hearing shall advise the student of the student's right to an attorney (as defined in Article II, Section 1.1) during the hearing. The role of the attorney is to advise only. Both complainant and respondent are allowed legal counsel.
- 3.3** Legal rules of evidence do not apply (except in cases of sexual misconduct where Preponderance of Evidence is used) in an administrative hearing, but the Vice President of Student Experience or designated representative may use and give probative effect to evidence that possesses probative value and is commonly accepted by a reasonable person.
- 3.4** An administrative hearing shall be scheduled at a reasonable time to allow the student to prepare proper defense.

# **CODE OF CONDUCT**

- 3.5** The Vice President of Student Experience or designated representative or designated representative shall set the date, time, place, and make necessary arrangements for the administrative hearing.
- 3.6** The Vice President of Student Experience or designated representative, for good cause, may reschedule the hearing.
- 3.7** The hearing procedure shall be informal and provide reasonable opportunity for the student to present a defense and for witnesses to be heard. The respondent student is responsible for notifying any witness of the date, time, and place for the hearing. The names of witnesses and their relationship to the matter must be submitted to the Office of the Vice President for Student Experience in writing in advance of the hearing.
  - 3.7.1** The hearing shall be closed only to those persons directly involved.
  - 3.7.2** The Vice President of Student Experience or designated representative shall present the University's evidence and call such witnesses as required.
  - 3.7.3** The student shall present any evidence or call such witnesses to present a defense.
  - 3.7.4** The Vice President of Student Experience or designated representative and/or student may question all witnesses.
  - 3.7.5** The student is given an opportunity to make a final statement.
- 3.8** Within three class days of the conclusion of the administrative hearing, the Vice President of Student Experience or designated representative may dismiss the allegations as unsubstantiated or impose appropriate sanctions. The notice of decision shall be delivered by normal University communication channels or certified mail return receipt requested. The notice shall include proper appeals procedures.

## **ARTICLE VI • Appeals Procedures for Article V**

A student may appeal a decision of the Vice President of Student Experience or designated representative which results in the student receiving the sanction of disciplinary probation, suspension from on-campus classes, suspension or expulsion from the University or suspension from residing in a University residence hall or for any sanction related to sexual misconduct. A student may appeal on the basis of: a) new evidence is available which was unavailable at the initial hearing; b) the student believes the University failed to follow its procedures; or c) the student believes the sanction is excessive for the infraction. The student shall submit a written appeal to the Vice President of Student Experience or designated representative within five class days of receipt of notice of such sanction.

# **CODE OF CONDUCT**

## **SECTION 1.0**

### **Appeals Committee**

- 1.1** The appeals committee shall consist of eleven members, four faculty or staff members and two students appointed by the University President, and two faculty or staff members and three students recommended by the Student Government Association and appointed by the University President. When hearing cases of sexual misconduct, students may be released from the committee.
- 1.2** The University President shall appoint the chairperson. In the absence of the appointed chairperson, the committee shall elect a temporary chairperson.
- 1.3** A quorum shall consist of six members, two of which must be student members.
- 1.4** Faculty or staff members shall serve staggered terms of four years; student members shall serve for their tenure as a full-time student in good standing with the University.
- 1.5** A member unable to serve shall submit a written resignation to the chairperson. A chairperson unable to serve will submit a written resignation to the University President.
- 1.6** The committee may remove a member by simple majority vote for malfeasance, nonfeasance, or misfeasance of the committee's responsibilities.
- 1.7** If a quorum of the committee cannot be assembled in order to meet timelines required by this Code, the University President shall make the necessary temporary appointments to provide a quorum.

## **SECTION 2.0**

### **Chairperson's Responsibilities**

- 2.1** The chairperson shall instruct the committee on this Code and hearing procedures. The hearing shall be conducted in the spirit of fair play. Rulings of the chair may be overruled by a two-thirds vote of the members present.
- 2.2** The chairperson presides over the hearing.
- 2.3** The chairperson ascertains that the Vice President of Student Experience or designated representative and the student have performed their responsibilities.
- 2.4** The chairperson rules on the admissibility of evidence, motions, objections and recognizes committee members for the purpose of questioning.

# **CODE OF CONDUCT**

## **SECTION 3.0**

### **Student Affairs Administration Responsibilities**

- 3.1** The Vice President of Student Experience or designated representative, with the concurrence of the chairperson shall establish the date, time, place and provide notice of hearing to all involved persons.
- 3.2** The Vice President of Student Experience or designated representative shall provide the student with a transcript of the administrative hearing if requested by the student. New evidence and/or names of witnesses, which were unobtainable or unavailable for the administrative hearing, shall also be provided to the student.
- 3.3** The Vice President of Student Experience or designated representative summons students and/or University personnel to serve as witnesses and ensures that evidence and/or witnesses requested by the student and/or committee are available for the hearing.
- 3.4** The Vice President of Student Experience or designated representative reports noncompliance with a summons by University personnel to the appropriate vice president.
- 3.5** The Vice President of Student Experience or designated representative makes necessary arrangements for the hearing, including the recording of the proceedings.
- 3.6** The Vice President of Student Experience or designated representative shall present the case on behalf of the University.

## **SECTION 4.0**

### **Students Responsibilities**

- 4.1** The student shall appear for the hearing on the scheduled date at the prescribed time.
- 4.2** The student shall notify the Vice President of Student Experience or designated representative in writing three days prior to the hearing of any documents or witnesses the student wishes summoned on the student's behalf.
- 4.3** At least three class days prior to the hearing, the student shall notify the Vice President of Student Experience or designated representative if the student is to be advised by an attorney during the hearing.

## **SECTION 5.0**

### **Notice of Hearing**

- 5.1** Notification of the hearing shall be in writing through normal University communication channels by certified mail addressed to the student

# **CODE OF CONDUCT**

at the address appearing in the registrar's records. If the student is a minor, a copy of the letter may be mailed to the student's parents or guardian.

- 5.2** The notice shall specify the date, time, and place of the hearing. The hearing shall not be less than four nor more than ten class days after the date of receipt of notification. The chairperson, for good cause, may postpone the hearing and request the Vice President of Student Experience or designated representative to notify involved persons of the new hearing date.
- 5.3** The notice shall direct the student to appear and inform the student that failure to do so without good cause will result in the student's forfeiture of the right to appeal.
- 5.4** The notice shall advise the student that the hearing shall be closed and of the student's right to be advised by counsel or attorney and right to present evidence and question witnesses.

## **SECTION 6.0**

### **Hearing Procedures**

- 6.1** The hearing procedures shall be informal in nature and provide reasonable opportunities for witnesses to be heard.
- 6.2** The hearing shall be closed. Persons present shall be limited to the Vice President of Student Experience or designated representative and appropriate staff, members of the student's immediate family, attorneys or counsels for the student and University, and the committee members. Witnesses shall be sequestered.
- 6.3** The standard of review shall be arbitrary and capricious. The committee shall ascertain whether or not valid reasons for the sanctions were substantiated and the procedures followed were consistent in their application.
- 6.4** The committee shall follow the procedures outlined herein:
  - 6.4.1** The Vice President of Student Experience or designated representative presents the procedures and evidence used to reach the decision.
  - 6.4.2** The members of the committee shall have an opportunity to question the Vice President of Student Experience or designated representative for points of clarification.
  - 6.4.3** The student shall have an opportunity to explain irregularities or inconsistencies in the procedures and/or application of the rules and regulations.

# **CODE OF CONDUCT**

- 6.4.4** The members of the committee will have an opportunity to question the student for point of clarification.
  - 6.4.5** The University or the student may present new evidence. Such evidence must have been unavailable for the administrative hearing.
  - 6.4.6** The Vice President of Student Experience or designated representative shall present the University's final closing remarks.
  - 6.4.7** The student shall make closing remarks.
  - 6.4.8** The Vice President of Student Experience or designated representative shall make succinct final remarks.
  - 6.4.9** All involved parties including the Vice President of Student Experience or designated representative shall be excused and the committee shall commence sequestered deliberations.
- 6.5** The committee can uphold the decision of the Vice President of Student Experience or designated representative, reduce the sanctions imposed by the Vice President of Student Experience or designated representative vacate the decision of the Vice President of Student Experience or designated representative due to irregularities in procedures or remand the matter for rehearing to cure procedural irregularities.
  - 6.6** The student shall be notified in writing by normal University communication channels or certified mail return receipt requested of the committee's decision within three class days following the hearing. The notice of decision shall inform the student of the student's right to appeal, in writing, the committee's decision within five class days to the University President.
  - 6.7** A student may appeal to the Board of Supervisors if the sanction is one of suspension from the university for a period of one academic year, or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the university level. If the student chooses to appeal to the Board of Supervisors after all administrative procedures have been exhausted at the institutional level, the appeal must be within 30 calendar days of the institution's decision. The Board's review is limited to a determination of compliance with established and appropriate procedures at the institutional level. The student shall be notified of the Board's decision.

The Board of Supervisors conducts reviews of student appeals via materials provided by the student grievant and the university. It consists of an exhaustive examination of procedures followed by the university regarding due process and not the specific details of the grievance matter. The student grievance process does not provide the benefit of hearing by the student directly to the Board of Supervisors.

# **CODE OF CONDUCT**

## **ARTICLE VII • Sanctions**

An individual or student organization committing an infraction(s) of this Code shall be subject to sanctions outlined in this article. A sanction may be imposed alone or in conjunction with one or more additional sanctions. Sanctions described are categorized as sanctions for disciplinary misconduct, academic misconduct, and organization misconduct. Students are subject to grade changes, dismissal from classes, and referral to student conduct as per the faculty member where academic conduct is alleged. To appeal a grade, students should follow the appeal procedure outlined in the University Catalog.

### **SECTION 1.0**

#### **Sanctions for Disciplinary Misconduct**

- 1.1 Expulsion:** Permanent, involuntary forced withdrawal from the University. Upon expulsion, the expelled student is banished from the campus.
- 1.2 Suspension:** Involuntary forced withdrawal from the University for a specified period of time determined on an individual case basis. During any period of suspension, campus access of the suspended student is limited to written permission in advance from the Student Conduct Officer or designee.
- 1.3 Voluntary Withdrawal:** Option offered to a student to voluntarily withdraw from the University upon condition that readmission not be sought for a specified period of time. Upon voluntary withdrawal, campus access of the withdrawn student is limited to written permission of the Student conduct officer or designee (banishment).
- 1.4 Probation:** Placement of that student in a probationary status for a specified period of time. Restrictions, which accompany probation, shall be determined on a case by case basis. Probation shall also indicate that further infractions of the Code may result in suspension or expulsion from the University.
- 1.5 Restriction of Privileges:** Denial withdrawal or limitation of one or more privileges made available for students by the University for a specified period of time.
- 1.6 Work Reparation:** An option which can be used in lieu of restitution, probation or fine.
- 1.7 Fine:** An order that the student pays the University a designated sum of money in view of the type of offense.
- 1.8 Restitution:** An order that the student make a compensatory payment to an appropriate party for damages to property, loss of funds, or medical bills as a result of the act of battery.

# **CODE OF CONDUCT**

- 1.9 Educational Alternative:** An order or option that the student issue an apology, carry out research, participate in counseling, attend a seminar, or perform any other reasonable assignment intended to have an educational effect.
- 1.10 Censure:** An official, written reprimand, which includes a notification that further instances of misconduct within a stated or indefinite period of time may result in more severe disciplinary action.
- 1.11 Warning:** A written or oral notice to the student that a continuation or repetition of a specific conduct may be cause for further and more severe disciplinary action.
- 1.12 Bar Against Readmission:** Imposed on a student who has left the University and has action pending on allegations of disciplinary misconduct. Sanction terminates on resolution of the matter of disciplinary misconduct.
- 1.13 Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- 1.14 Residence Hall Expulsion:** Permanent separation of the student from the residence halls.

## **SECTION 2.0**

### **Sanctions for Academic Misconduct**

- 2.1 Expulsion:** Permanent, involuntary forced withdrawal from the University, which limits the student's access to the campus to written permission from the Student Conduct Officer or Dean of Students.
- 2.2 Suspension:** Involuntary forced withdrawal from the University for a specified period of time determined on an individual case basis, which limits the student's access to the campus to written permission from the Student Conduct Officer or Dean of Students. During any period of suspension campus access of the suspended student is limited to written permission in advance from the Dean of Students.
- 2.3 Voluntary Withdrawal:** Option offered to a student to voluntarily withdraw from the University, which limits the student's access to the campus to written permission from the Vice President of Student Experience or designated representative, upon condition that readmission not be sought for a specified period of time.
- 2.4 Forced Withdrawal from Course:** Involuntary forced withdrawal from the course in which the offense occurred without credit for the course.

# **CODE OF CONDUCT**

- 2.5 Voluntary Withdrawal from Course:** Option offered to a student to voluntarily withdraw from the course in which the offense occurred without credit for the course.
- 2.6 Probation:** Placement of the student in a probationary status for a period of time. Restrictions which accompany probation shall be determined on a case by case basis. Probation shall also indicate that further infractions of the Code may result in suspension or expulsion from the University.
- 2.7 Change in Course Grade:** Change in grade of the course in which the infraction occurred. Required approval of the Dean of the College of the student's major.
- 2.8 Change in Assignment Grade:** Change of grade for the theme, report, term paper, essay, either written work, painting, drawing, sculpture, or other art work in which the infraction occurred.
- 2.9 Censure:** An official, written reprimand, which includes a notification that further instances of misconduct within a stated or indefinite period of time may result in more severe disciplinary action.
- 2.10 Warning:** A written or oral notice to the student that a continuation or repetition of a specific conduct may be cause for further and more severe disciplinary action.
- 2.11 Bar Against Readmission:** Imposed on a student who has left the University and has action pending on allegations of academic misconduct. Sanction terminates on resolution of the matter of academic misconduct.
- 2.12 Educational Alternative:** An order or option that the student issue an apology, carry out research, participate in counseling, attend a seminar, or perform any other reasonable assignment intended to have an educational effect.

## **SECTION 3.0**

### **Sanctions for Organizational Misconduct**

- 3.1 Deactivation:** Termination of University recognition of the organization permanently or for an indefinite period of time. Reapplication for an organization deactivated for an indefinite period of time shall not be permitted within two calendar years from the date of deactivation.
- 3.2 Suspension:** Denial to the organization of access to University facilities, services, and any other privileges granted to organizations recognized by the University for a specified period of time not to exceed two years.

# **CODE OF CONDUCT**

- 3.3 Probation:** Placement of the organization in a probationary status for a designated period of time. Restrictions, which accompany probation, shall be determined on an individual basis. Probation shall also carry with it a warning that further infractions of the Code may result in suspension or expulsion.
- 3.4 Restriction of Privileges:** Denial, withdrawal or limitations of one or more privileges made available by the University to organizations for a designated period of time.
- 3.5 Fine:** An order that the organization pays the University a designated sum of money.
- 3.6 Work Reparation:** An option offered to the organization, usually in instances in which restitution to the University is an appropriate sanction, and members of the organization perform work for the University without pay.
- 3.7 Restitution:** An order that the organization makes a compensatory payment to an appropriate party for damage to property or loss of funds. In the case of property damage, restitution shall be limited to the actual cost of repairs or replacement.
- 3.8 Educational Alternative:** An order or option that the organization participate in a workshop or carry out any other reasonable assignment intended to have an educational effect.
- 3.9 Censure:** An official, written reprimand, which includes a notification that further instances of misconduct within a stated or indefinite period of time may result in more severe disciplinary action.
- 3.10 Warning:** A written or oral notice to the organization that a continuation or repetition of a specific conduct may be cause for further and more severe disciplinary action.

## **ARTICLE VIII • Interim Suspension**

Under certain exigent circumstances, expedited, temporary suspension of a student may be necessary or appropriate. The following policies and procedures shall govern such suspensions.

### **SECTION 1.0**

#### **Circumstances for Use**

- 1.1** A student may be suspended on an interim basis without benefit of due process procedures as previously outlined in Article V of this Code where the student's continued presence is a viable threat to the safety

# **CODE OF CONDUCT**

of other members of the University community and/or substantially interferes with the University's educational processes.

- 1.2** A student may be suspended on an interim basis without benefit of due process procedures as previously outlined in Article V of this Code where the student's continued presence poses a viable threat to the student and the university cannot guarantee the student's safety or the student's presence substantially interferes with the University's educational processes.

## **SECTION 2.0**

### **Procedures**

- 2.1** An interim suspension may be imposed by the Student Conduct Officer or designee.
- 2.2** The student shall be given written notice of the imminent possibility of suspension and opportunity to appear before the Student Conduct Officer or designee.
- 2.3** The Student Conduct Officer or designee shall provide the President with a written rationale for the need to suspend a student on an interim basis and provide the student with a copy of such rationale.

## **SECTION 3.0**

### **Length of Interim Suspension**

- 3.1** An interim suspension shall remain in effect pending completion of the normal disciplinary process.
- 3.2** The Student Conduct Officer or designee shall have the authority to modify the terms of an interim suspension.

## **SECTION 4.0**

### **Other Interim Sanctions**

- 4.1** The Student Conduct Officer or designee shall have the authority to impose any lesser sanction on an interim basis in accordance with these procedures.
- 4.2** A student organization shall be subject to interim sanctions under the same circumstances and procedures as an individual student.

# **CODE OF CONDUCT**

## **ARTICLE IX • SEXUAL MISCONDUCT FORMAL COMPLAINT RESOLUTION PROCEDURE**

### **Complaint Filed Against a Student**

#### **Formal Complaint Resolution**

- The Title IX Coordinator receives and reviews the complaint. The Complaint Form should be completed and signed by either the Complainant or the Title IX Coordinator on behalf of the Complainant.
- A “formal complaint” is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.
- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed.
- A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator.
- The phrase “document filed by a complainant” means a document or electronic submission (such as by e-mail or through an online portal provided for this purpose by the school) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.
- Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or a party during a grievance process and must comply with requirements for Title IX personnel to be free from conflicts and bias.
- Once the Title IX Coordinator receives a complaint, the Respondent will be called to a meeting with the Title IX Coordinator and informed of the Complaint. The Complainant and Respondent may be issued supportive measures, including but not limited to, a mutual no contact order, classroom accommodations, etc., as an interim measure although this is not a judicial finding.
- The burden of gathering evidence and burden of proof must remain on the school, not on the parties.

#### **Investigations**

- A trained and unbiased investigator conducts the Investigation. The Investigation is a review of the incident description, file history, evidence, and pat-

# **CODE OF CONDUCT**

terns. The Title IX Coordinator/Investigator will interview the complainant, respondent, and witnesses, and ask for supporting written documentation.

- School must provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.
- School must not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no “gag orders”).
- Parties must have the same opportunity to select an advisor of the party’s choice who may be, but need not be, an attorney.
- School must send written notice of any investigative interviews, meetings, or hearings.
- School must send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence.
- School must send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.
- School must dismiss allegations of conduct that do not meet the Final Rule’s definition of sexual harassment or did not occur in a school’s education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the school from addressing the conduct in any manner the school deems appropriate.
- School may, in their discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the school or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.
- School must give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.
- School may, in their discretion, consolidate formal complaints where the allegations arise out of the same facts.
- The Final Rule protects the privacy of a party’s medical, psychological, and similar treatment records by stating that schools cannot access or use such records unless the school obtains the party’s voluntary, written consent to do so.
- Both parties will be instructed not to conduct their own Investigation and to provide any relevant information, such as a list of potential witnesses, to the Title IX Coordinator. Instructions are also provided regarding the confidentiality of information and how to review files.
- A trained and unbiased investigator will conduct all Title IX investigations.

# **CODE OF CONDUCT**

## **Hearings**

- The decision, by the Chief Executive Hearing Officer, will be substantiated using the preponderance of evidence standard. A Determination can also be made that the allegations, while made in good faith, were not true.
- The Chief Executive Hearing Officer (who cannot be the same person as the Title IX Coordinator or the Investigator) must issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.
- The written documentation must be sent simultaneously to the parties along with information about how to file an appeal.

## **Appeals**

- School must offer both parties an appeal from a determination regarding responsibility, and from a school's dismissal of a formal complaint or any allegations therein, on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter or that sanction was disproportionate to the violation.
- Either party may Appeal. Appeals shall be in writing and provided to the next appellate within five (5) University business days of receipt of the Letter of Determination.
- If either party submits a written Appeal of the Determination Letter, an Intent to Appeal Letter will be sent to both parties by the appropriate appellate within two (2) University business days.

## **Supportive Measures**

- According to the Final Rule, "supportive measures" are defined as individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designated to ensure equal educational access, protect safety, or deter sexual harassment.
- The Final Rule evaluates a school's selection of supportive measures and remedies based on what is not clearly unreasonable in light of the known circumstances, and does not second guess a school's disciplinary decisions, but requires the school to offer supportive measures, and provide remedies to a complainant whenever a respondent is found responsible.

# **CODE OF CONDUCT**

- Examples of supportive measures include, but are not limited to, supportive counseling services, mutual no contact orders, class accommodations, residential accommodations, etc.

## **Transfer Student**

- If a student accused of sexually oriented criminal offense seeks to transfer to another institution during an investigation, the University shall withhold the student's transcript until a Determination is made.
- If a student is found responsible for a sexually oriented criminal offense and seeks to transfer to another institution, the University is required to communicate such a violation to the institution(s) to which the student is attempting to transfer.

# **CODE OF CONDUCT**

## **APPENDIX I – Student Grievance/Complaint Against NSU Employee (Non-Title IX)**

Procedure for resolution of a student's grievance/complaint or that of members of a student organization, unless otherwise specified, shall begin with the person with whom the student has a complaint. If the issue cannot be resolved at this level, the matter may be pursued through the appropriate administrative chain, the immediate supervisor of the person with whom the student has a complaint. At any time, a student may end a complaint or convert from informal to formal or convert from formal to informal.

All student complaints against a Northwestern employee should be directed to the Dean of Students office or the designated representative.

### **The Dean of Students shall:**

- advise students in the process;
- advise if complaint is formal or informal; written complaints are considered formal and shall be initiated via the Notice of Formal Complaint Form;
- determine the correct path to resolution;
- seek investigative assistance as needed;
- maintain all records;
- consult with appropriate offices for assistance during the process; and
- assign advocates as requested.

### **The Path to Resolution:**

- Grievances against a faculty member should initially be pursued through the Department Head, then the Dean of the College, the Provost, and finally the President.
- Grievances against a staff member should be pursued through the immediate supervisor of the person and then the subsequent chain of command to the Vice President of the area and finally the President.
- Grievances against a Vice President may be pursued through the President and the Board of Supervisors.
- Grievances against the President should be pursued through the Board of Supervisors.

**Informal Resolution:** If the complaint is informal in nature, the student may attempt to resolve the issue through meetings with the person with whom they have a complaint or the immediate supervisor of that person and continue up the chain of command. When the student is not comfortable with the person with whom they have the complaint, they may go first to the immediate supervisor. Informal resolutions may result in a written agreement. Advocates may be assigned in the informal complaint process.

# **CODE OF CONDUCT**

**Formal Resolution:** Formal Complaints/Grievances shall be submitted on Notice of Formal Complaint Form. Students may contact the Dean of Students to assist in the grievance process. The Dean of Students may assign an advocate for the student. Advocates assist during the process and may attend meetings or review written documents. In the formal process, written responses are requested.

**Initial Complaint Review:** The Notice of Formal Complaint form shall provide the appropriate person a written statement of grievance, setting forth the nature of the grievance, the pertinent facts, and the remedial action desired. Any other relevant material shall also be presented. Under normal circumstances, the student shall receive a written response from said person within five (5) class days of the latter's receipt of the grievance statement. The Dean of Students may allow for additional time at any point in the process when extraordinary circumstances exist.

## **The Response Shall be One of the Following:**

- a. A decision in favor of the student.
- b. A decision supporting the previous action.
- c. A statement of compromise agreed to in a discussion with the parties involved and signed by them. Northwestern State University.
- d. A recommendation to the person's immediate supervisor, with a copy to the student; or an explanation for delaying the decision (unless previously specified by the Dean of Students) for an additional five (5) class days, followed by a response as in (a)-(c) above by the end of the additional five (5) class days.
- e. Information in agreements is private. Personnel information for employees, in some circumstances, may not be shared and may not be included in the agreement. Northwestern may ask parties involved to sign Non-Disclosure Agreement (NDA).

**Resolution Procedures:** If at any level, a student does not receive a response in the manner stated above, the student may, within five (5) class days submit the complaint/grievance to the appropriate administrator at the next level.

- a. The procedure will be the same as described above. The failure of an administrator to respond will therefore not preclude a student addressing the grievance to the next level.
- b. If the student believes that a satisfactory resolution of the grievance has been reached at any level, the process shall be concluded, and no further action taken by any party.
- c. If after exhausting the administrative chain, a student still believes that there is just cause for the grievance, the student may seek redress from the University President.

## **CODE OF CONDUCT**

- d. When the matter is presented in writing to the President, the President may review the case in person, review case files only, or ask for a second review by the VP for the area in question.
- e. The President shall render a final decision within fifteen class days of receipt of the grievance.
- f. A student may appeal to the Board of Supervisors within 30 days of the last decision if the grievance is against the President or a Vice President. The Board's review is limited to review of written materials and the determination of compliance with established and appropriate procedures.

Notes:

- Except for appeals going to the ULS Board, students must inform the Dean of Students and NSU employees of their decision to accept a resolution or move to an appeal within five (5) class days of the employee's response. Unanswered responses will be considered resolved.
- Students may file a grievance or complaint related to a Northwestern policy or procedure by following the same processes stated above. Student complaints related to policy will be heard in the area owning or housing the policy. The Dean of Students will assist in students in the process.

Meetings, formal or informal, when agreed upon by all parties, may be conducted virtually.

# **CODE OF CONDUCT**

## **APPENDIX II • Sexual Misconduct Complaint Against NSU Employee Formal Complaint Resolution Procedure**

### **Complaint Filed Against an Employee**

#### **Formal Complaint Resolution**

- The Title IX Coordinator receives and reviews the complaint. The Complaint Form should be completed and signed by either the Complainant or the Title IX Coordinator on behalf of the Complainant.
- A “formal complaint” is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.
- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed.
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- The burden of gathering evidence and burden of proof must remain on the school, not on the parties.

#### **Investigations**

- A trained and unbiased investigator conducts the Investigation. The Investigation is a review of the incident description, file history, evidence, and patterns. The Title IX Coordinator/Investigator will interview the complainant, respondent, and witnesses, and ask for supporting written documentation.

# **CODE OF CONDUCT**

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- School must send written notice of any investigative interviews, meetings, or hearings.
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- School must send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.
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- The Final Rule evaluates a school's selection of supportive measures and remedies based on what is not clearly unreasonable in light of the known circumstances, and does not second guess a school's disciplinary decisions, but requires the school to offer supportive measures, and provide remedies to a complainant whenever a respondent is found responsible.
- Examples of supportive measures include, but are not limited to, supportive counseling services, mutual no contact orders, class accommodations, residential accommodations, etc.

# **CODE OF CONDUCT**

## **APPENDIX III • Involuntary Withdrawal Due To Severe Psychological Disturbance**

Northwestern State University is committed to offering an educational opportunity to all students. However, when a student constitutes a threat to the health, safety and welfare of the student, or others, or to University property, or is unable to effectively pursue academic studies because of maladaptive behavior which is disruptive to the educational process of the University, the student may be withdrawn from the University. Such withdrawal should follow the procedures prescribed herein.

Involuntary withdrawal for medical reasons will be undertaken when the student exhibits behavior resulting from severe psychological disturbance as documented by a licensed psychologist, psychiatrist or counselor.

Conditions for involuntary withdrawal include:

- Behaviors either voluntary and/or involuntary that violate the Student Code of Conduct.
- Behavior that poses an actual direct threat to the health or safety of other members of the University community.
- When the University is no longer able to guarantee a safe environment for the student after all reasonable interventions and accommodations have been made to provide the student support and protection.
- Behavior that is so disruptive to other members of the University community that it disrupts or derails the educational process interfering with the rights of others to learn and meet their educational goals.

A student shall be summoned in writing to attend a conference with the Dean of Students or Student Conduct Officer and any person the Dean of Students requests as a consultant. The notice shall include:

- A statement of the reasons for the conference.
- A statement that if the appropriate professional staff and/or consultant recommends the student to be involuntarily withdrawn from the University, the student has the option to voluntarily withdraw from the University while waiving any rights to a hearing or to request a hearing.
- A statement advising the student that the election of a hearing waives the student's confidentiality rights to medical and psychological records for the purpose of the hearing.
- A statement outlining the rights of the student as provided herein. The purposes of the conference with the Student Conduct Officer or Dean of Students are:

# **CODE OF CONDUCT**

- To review with the students the incidents.
- To assess the degree of the problem.
- To determine whether the individual will be referred immediately to the appropriate professional staff or consultant for an interview and, if so, advise the student that refusal to participate in the interview will subject the student to suspension from the University.
- To review the rights of the student as cited herein.
- To afford the student the right to choose voluntary withdrawal from the University or request a hearing before the Committee on Involuntary Withdrawal. If an administrative referral is made, and whenever possible, the student will be accompanied to the interview by an appropriate professional staff member. The professional staff member or consultant conducting the interview shall make a determination concerning the degree of psychological disturbance and advise the Student Conduct Officer or Dean of Students of the appropriate action.

The student shall be afforded the following rights when a hearing is requested before the Committee on Involuntary Withdrawal:

- A written letter of the time and place of the hearing at least three class days prior to the hearing. The letter will also advise the student of the student's right to an attorney as defined in the University Student Code of Conduct and inform the student that if the student chooses to have an attorney present during the hearing, the student is required to notify the Student Conduct Officer or Dean of Students at least two days prior to the hearing. Additionally, the letter shall inform the student that the student's representative shall be limited to advising the student during the proceeding.
- The right to present witnesses and evidence on behalf of the student and to question witnesses and challenge evidence presented by the University.
- The right to appeal the decision of the committee to the University President within five class days of receipt of the committee's decision. The appeal is limited to grounds of prejudicial procedural error or actions which are arbitrary and capricious. The decision to appeal will not stay initiation of the withdrawal. The President shall notify the Student Conduct Officer or Dean of Students and the student within five days of receipt of the appeal.

If a hearing is requested before the Committee on Involuntary Withdrawal, a hearing shall be arranged within five class days. The committee is appointed by the President and includes but is not limited to a staff counselor, a member of the psychology department faculty, faculty member from the social science department and the Student Conduct Officer or Dean of Students shall serve in an ex-officio capacity. The committee shall determine by substantial weight of the evidence:

## **CODE OF CONDUCT**

- Whether the student exhibits behavior cited herein.
- Whether the student should be involuntarily withdrawn.

On determination that involuntary withdrawal is necessary, and in turn carried out, the conditions for readmission are specified and depend on a psychological evaluation by a psychiatrist and a medical clearance being submitted for review by appropriate University professional staff and/or consultant.

A student may be removed immediately from University property as provided in Article VIII of the University Student Code of Conduct pending initiation of the above procedures.

The Student Handbook is published by The Dean of Students, in conjunction with The Division of Student Experience at Northwestern State University. The information in this handbook was collected and compiled in the summer of 2021. Since the programs and services contained herein are subject to continuous review and evaluation, the University reserves the right to make changes at any time without notice. This publication, therefore, is intended for information only.

# CAMPUS MAP

 NORTHWESTERN ST  
UNIVERSITY OF LOUISIANA



## PARKING

- Faculty/Staff
- Commuter
- All
- LSMSA
- Varnado Hall
- University Columns
- University Place

Revised 7-13-2021

## BUILDING KEY

005	Infirmary/Health Services and University Police	044	Family and Consumer Science Building	092	Eugene P. Watson Memorial Library
008	National Center for Preservation Technology and Training	046	Warehouse	106	Recreation Complex Pavilion
010	Warren Easton Hall	050	Print Shop	108	Walter Ledet Track Complex
011	Alumni Center	051	Prudhomme Hall	111	Jack Fisher Tennis Complex
015	Russell Hall	053	St. Denis Hall	114	Athletic Fieldhouse
017	Caspari Hall	054	Williamson Hall	115	Brown-Stroud Baseball Field
018	Harry "Rags" Turpin Stadium	055	Student Services Center	120	Collins Pavilion
019	Trisler Power Plant	058	Caddo Hall	130	Equine Center
019	The Pantry	067	Prather Coliseum	140	Lady Demon Softball Field
025	A.A. Fredericks Fine Arts Center	071	Roy Hall	145	Lady Demon Soccer Complex
025A	Creative and Performing Arts (CAPA) Annex	074	Iberville Cafeteria		On-Campus Student Organization Bldgs.
025A	Auxiliary Services	077	Friedman Student Union Building		E Baptist Collegiate Ministry (BCM)
026	Wellness, Recreation and Activity Center (WRAC)	079	Culinary Arts Annex		F Kappa Sigma House
028	Nesom Natatorium	081	John S. Kyser Hall		G Phi Mu House
030	South Hall	086	Post Office		H Sigma Sigma Sigma House
031	James A. Noe Military Science Bldg	088	Teacher Education Center		I Theta Chi House
042	Morrison Hall (Scholars' College)	089	Health and Human Performance Building		J Tau Kappa Epsilon House
043	Fournet Hall	090	Bienvenu Hall		K Alpha Omicron Pi House
		091	Arnold J. Kilpatrick President's Residence		L Pi Kappa Phi House

# OUR MISSION IS SIMPLE: TO GUIDE EVERY PERSON WE MEET TO THE LIFE GIVING LIGHT OF THE WORLD.



The College Ministry at FBC exists to connect students to Christ and to help them grow in that relationship!

Join us Sunday mornings for Worship at 9:30 am followed by Bible Study at 11:00 am.

*We would love to see you soon.*



**FIRST BAPTIST CHURCH  
NATCHITOCHES**

[www.fbcnatchitoches.org](http://www.fbcnatchitoches.org)



## Sunday Mornings

Worship - 9:30am

Bible Study Groups - 11:00am

## Wednesday Evenings

Church Family Supper 4:30pm

Kids Choirs - 5:30pm

Prayer Meeting & Devotion - 5:30pm

Children & Preschool Ministries - 6:00pm

Youth - 6pm / Choir - 6pm

# **NSU POLICE**

## **WE'RE HERE TO HELP**



At Northwestern State our **highest priority** is the **security** and **well-being** of our University community. The University Police Department is available at **any time** to assist and protect **every student** in our community, performing all **standard policing duties** as well as **security escorting** to on-campus housing.

**(318) 357-5431**

**IF YOU SEE SOMETHING, SAY SOMETHING**



**NORTHWESTERN STATE  
UNIVERSITY OF LOUISIANA**





## INFORMATIONAL MEETING

Tuesday, August 24 at 7:30 p.m.

Lucile M. Hendrick Room

(Friedman Student Union - Room 121)



NSU ROWING

For more information, contact

Head Coach Jason Stelly

318-357-5341

[stellyj@nsula.edu](mailto:stellyj@nsula.edu)